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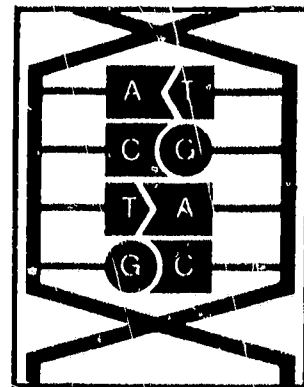
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ABSTRACT

A survey of 18 Illinois libraries resulted in the identification of 1,615 tasks performed within the library environment. Each task is rated and scaled including: (1) performance standards (four scales); (2) the task environment; (3) the extent to which a task concerns data, people, and things; (4) the mathematics, language and reasoning levels required by the task; (5) the kinds of instructions the worker received in conducting the task; (6) the training time; (7) the time taken to complete the task and (8) the physical demands of the task. (MF)

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A TASK ANALYSIS  
OF  
LIBRARY JOBS  
IN THE STATE OF ILLINOIS

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A TASK ANALYSIS  
OF  
LIBRARY JOBS  
IN THE STATE OF ILLINOIS

Submitted to:

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Illinois Library Association  
Ad Hoc Committee on Manpower Training and Utilization  
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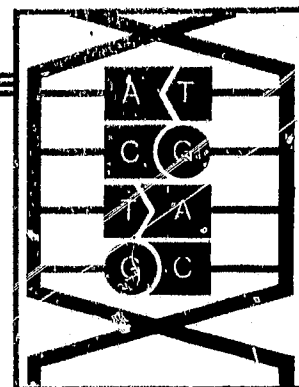
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May 29, 1970



Mr. Thomas M. Brown, Chairman  
Illinois Library Association  
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and Utilization  
6725 North Rockwell Street  
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Dear Mr. Brown:

We are pleased to transmit to your Committee our report entitled "A Task Analysis of Library Jobs in the State of Illinois." We visited 18 libraries in the state, interviewed more than 100 persons, and identified what we think are the vast majority (approximately 1,600) of the tasks performed in typical library settings. Though confined to Illinois, we think the implications and relevance of this study are much broader.

This study leads to three obvious next steps. First, the results should be brought to the attention of library administrators. It should enable them to think in new ways about library work and should be especially useful in restructuring and redesigning library jobs.

Second, this study should lead to a detailed restructuring of library jobs. An enormous amount of data are available to enable the combination of tasks into many new, unlimited, and hopefully more rational and meaningful job descriptions for work that occurs in libraries.

Third, this study also lends itself to developing education and training programs at a variety of levels based on what actually occurs on-the-job--as revealed in this task analysis.

During this study, your Committee met with us three times. Working with the Committee was a pleasant and enjoyable experience. The Committee members were prompt in attendance; took the time, effort and energy to become involved; became technically competent with the complicated techniques of task analysis; and finally, their comments and willingness to assist us at all times made working with them a highly productive effort.

CHICAGO • HONOLULU • U. S. VIRGIN ISLANDS

May 29, 1970

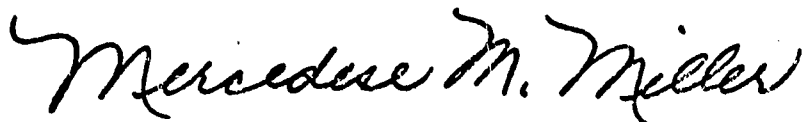
Mr. Alphonse S. Trezza, Director, Illinois State Library, and his staff, especially Mr. James Beasley, were helpful and always available. In addition, Mr. deLafayette Reid, President of the Illinois Library Association, provided assistance during several critical periods. The head librarians in the 18 libraries we visited were kind, gracious, and cooperative. The more than 100 people we interviewed, who patiently permitted us to continually bombard them with detailed questions were of immeasurable assistance.

A number of people including the following read and commented on the preliminary draft of this report: Dorothy F. Deininger, Associate Professor, Graduate School of Library Science, Rutgers University, New Brunswick, New Jersey; Mrs. Anna C. Hall, Administrative Assistant to the Director, Carnegie Library, Pittsburgh, Pennsylvania; Mr. Paul Janeske, Chief, Library and Information Science Branch, Division of Library Programs, U. S. Department of Health, Education and Welfare, Washington, D. C.; Mr. Leon Lewis, Chief, Division of Occupational Analysis and Career Information, U. S. Department of Labor, Washington, D. C.; Miss Nettie B. Taylor, President, Association of State Libraries, American Library Association, and Director, Division of Library Extension, Department of Education, Baltimore, Maryland.

A portion of the field work and interviews was conducted by Miss Denise Spreitzer, Research Assistant, SERD. Technical assistance in developing and testing the survey instruments was provided by Mrs. Martha T. Jett, Supervisor of Technical Services, Montgomery County Library, Bethesda, Maryland. Mrs. Joyce Epstein, Research Associate, SERD, set up and monitored the independent evaluations of the scaling. Mrs. Ellen Stovall, Office Manager, SERD, supervised the clerical staff and the typing and reproduction of the manuscript.

This project has been an exciting, though challenging one for us, and we feel privileged to have been involved. Notwithstanding the many suggestions, complete responsibility for the report rests with this firm.

Sincerely,



(Miss) Mercedes M. Miller  
Vice President for  
Administration and Planning

MMM:els



## HOW TO READ THIS REPORT

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..A quick summary--page 1

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## I. INTRODUCTION AND SUMMARY

### A. An Overview

This chapter summarizes the study. It is keyed to the order of the report and the pages of the report where the issues are discussed.

### B. Task Analysis--What

Functional job analysis is a way of examining work. It breaks jobs down into their most minute or elementary tasks. A task is the smallest item of work, action, or activity involved in a job. A job can have several hundred tasks, though some may have only a few. Task analysis identifies the tasks in a job. Once this is done, tasks are measured and compared on a variety of scales ranging from the kinds and levels of intellectual effort involved to the overall environment of the task.

Sections B and C of Chapter II, pages 4-5, describe the theory and methodology involved in task analysis.

### C. This Study--How Conducted

This study was guided by an Advisory Committee.<sup>1/</sup> The Committee selected 18 libraries in Illinois for study. These libraries were generally representative of the various groups of libraries in the state. We visited each library starting with an interview with the director or his designee. During the interviews, we identified the number of employees and levels of work within the organization. Next, we selected workers to be interviewed, making certain that all major jobs were covered. A total of 116 individuals were interviewed. Included in the term "library employees" were workers ranging from custodial levels to head librarians. The interviews lasted anywhere from a few minutes to several hours.

The completed interviews were analyzed for tasks. Once a task was identified, it was refined and reduced to a "task statement." The tasks were then rated and scaled. Sections F and G of Chapter III, pages 12-14 describe this portion of the study.

### D. The Tasks--How Measured

We used 15 scales to rate each task. These scales included performance standards (four scales), the task environment, the extent to which a task concerned data, people, and things, the mathematics, language, and reasoning levels required by the task, the kinds of instructions the worker received in conducting the task, the training time, the time taken to complete the task, and the physical demands of the task.

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<sup>1/</sup> Ad Hoc Committee on Manpower Training and Utilization, Illinois Library Association. The members are listed at the beginning of this report.

Each task was rated according to its location on each scale. For example, in terms of performance standards, one scale concerned who or what sets the standards--the worker, another, or outside criteria. Each task was coded in terms of the single item in this scale which described who or what should set performance standards for the task. The same procedures were followed for other scales.

The manipulation of the scaling data enables the grouping of tasks according to various levels of complexity.

Chapter III, pages 7-14, discusses the methodology in detail. Appendix C, page 24, contains the scaling information.

#### E. The Study--What Produced

We originally identified over 1,800 tasks. Elimination of duplicates reduced the total to 1,615. The tasks have been rated according to the scales noted in Appendix C. Appendix E, page 43, lists the tasks.

#### F. Validity and Reliability

Once the tasks were identified, they were rated according to the scales noted above. Two independent checks were then made of the scaling. Differences were reconciled until agreement was reached.

The question of whether this analysis includes all the major tasks performed in libraries can only be answered by examining the data.

The question of the validity of the tasks is related to the methodology employed here, and this question: Would independent evaluators produce the same scaling and ratings as produced by this study?

The study was limited to Illinois libraries, and a sensible question is the applicability of our data to libraries about the United States. This can be answered only by identifying omissions. However, there are no reasons to think Illinois libraries are different from those located elsewhere. Thus, we think the study is representative of the country as a whole.

It is important to remember what this study is and is not--it is not an "efficiency study," nor does it indicate the proportion of library tasks that are skilled, etc. It is a study of the work that goes on in libraries in terms of requirements placed on the worker.

A detailed discussion of the validity and reliability of this study is in Chapter II, Section F, page 6.

#### G. Using The Study

We think this study has three major purposes:

First, it should be a useful tool for library administrators to assist them in job descriptions and job definitions.

Second, the study should lead to a restructuring of library jobs. By this, we mean these data make it possible to begin grouping tasks to identify new kinds of jobs in libraries.

Third, the study should be useful in the development of curricula and training programs for people in the library field.

Chapter IV, pages 15-18, discusses these ideas in detail.

## II. THE STUDY

### A. Introduction

SERD, Inc. was invited in the Autumn of 1969, by the Ad Hoc Committee on Manpower Training and Utilization of the Illinois Library Association, to respond, if interested, to a request for a proposal calling for a task analysis of library jobs in Illinois. In November 1969, we submitted a proposal. It was accepted and the study began in February 1970. This report is the product of that study.

### B. Task Analysis

In the early 1950's, the U. S. Department of Labor began research on a new technique of job analysis which would make it possible to describe what goes on in the work world in terms of requirements placed on the worker as well as what gets done on the job. This technique is called "functional job analysis" and the Third Edition of the Dictionary of Occupational Titles<sup>2/</sup> published in 1965, is one of the results. The Manual for Analyzing Jobs,<sup>3/</sup> soon to be published, will be another. Functional job analysis breaks work down in terms of functional components. The work tasks become the basic unit of study. A task is defined as the:

"...smallest unit of activity performed by man and/or machines, which makes an immediate contribution to the subsystem objective, and for which functional levels and orientation can be clearly described. 'Tasks' are distinguished from 'actions' which describe the task methodology (i.e., motions and operations which are optional for achieving the objective)."<sup>4/</sup>

The Department of Labor has a slightly different definition, but it boils down to this: A task is the basic element of a job. A job may contain several hundred or a few tasks. Tasks may also vary in size. One task may be a simple effort such as glueing a spine label on a book" or a relatively complicated set of actions such as "assigning a Cutter Number."

An essential problem in task analysis is the correct identification of tasks involved in a job. It is one thing to do this in a factory setting where a task might be described as "attaches to finger tightness, 1/4 inch nuts to loose bolts." It is quite another to do this in an abstract human service field such as library work, where a general task might be defined as "Provides reference service in

<sup>2/</sup> U. S. Department of Labor, Dictionary of Occupational Titles, 2 vol., 3rd. ed. (Washington, D. C.: Government Printing Office, 1965).

<sup>3/</sup> U. S. Department of Labor, The Manual For Analyzing Jobs (Washington, D. C.: Government Printing Office) To be published in Fall 1970.

<sup>4/</sup> Dr. Sidney A. Fine, The 1965 Third Edition of the Dictionary of Occupational Titles--Content, Contrasts and Critique (Kalamazoo, Michigan: W.E. Upjohn Institute for Employment Research, December 1968) 16 pp., cited in Interim Report: Jobs in Instructional Media Study (JIMS) (U. S. Department of Health, Education and Welfare Grant No. OEG-0-8-080688(085) [Washington, D. C.: National Education Association, 1969]) p. 225.



adult public library." This task might be broken down into several other tasks, but the actions involved are so interrelated it is difficult to identify them on a separate task basis.

Not only is the identification of tasks a crucial step, but once tasks are identified, an additional critical step is involved. The tasks must be rated or in some way analyzed. There are a variety of scales in existence to analyze tasks.<sup>5/</sup> These scales vary considerably, but the most frequently used ones are those that measure educational requirements, the freedom or constraints characteristic of a task, and the environment in which the task operates. The fundamental point is that functional job analysis is a way of looking at what goes on in a job.

### C. Why Task Analysis in Library Work

The RFP which sets the framework for this study called attention to the fact that:

"The apparently severe shortage of professionally qualified librarians has caused library administrators. . . of libraries in Illinois to be much concerned with the most effective use of such professional personnel as is now available, and to examine carefully the tasks encountered in the operation of their libraries to determine whether many of these tasks could be delegated to supportive personnel."<sup>6/</sup>

The RFP pointed out that if "the more unusual task" could be identified and analyzed, then library administrators would have a tool available which would permit them to make more effective use of not only professional personnel, but to provide guidelines for nonprofessional training. There is an additional argument for task analysis; it should not only guide curriculum development, but it is a way of reorganizing jobs to permit what the Department of Labor calls "job restructuring," which is the process of creating new jobs and enabling the development of "new careers" in an agency.

There are at least two prominent studies available which deal with the level and nature of work in the library field generally. These studies, commonly called the Asheim and Deininger reports,<sup>7/</sup> provide a useful framework for analyzing work levels, job classifications, and manpower changes needed in libraries. They lead very naturally to the next question: What really goes on in library work and to what extent can these analyses be applied to the actual work settings in libraries?

<sup>5/</sup> Joe Silverman, New Techniques in Task Analysis (Research Memorandum SRM 68-12, [San Diego, California: U. S. Naval Personnel Research Activity, 1967]) 27 pp. (Mimeographed).

<sup>6/</sup> "Illinois Task Analysis Project," (Attachment to letter from Thomas M. Brown dated November 5, 1969) 2 pp. (Mimeographed).

<sup>7/</sup> Lester E. Asheim, "Education and Manpower for Librarians," ALA Bulletin 62:1096-1118 (October 1968); and "The Subprofessional or Technical Assistant" (often referred to as "The Deininger Report"), ALA Bulletin 62:387-97 (April 1968).

#### D. The Goals of the Study

This study was guided by an Advisory Committee. During the course of the project (before completion and submission of this report), the Committee met three times and provided considerable assistance to the contractor in refining, redefining, and thinking through the specific objectives of the study. The objectives, as specified in the original proposal, were:

1. To conduct a thorough "library" survey of studies, data, reports, programs in the general area of task analysis.
2. To apply a task analysis scheme to a list of libraries (to be selected by the Committee) in the State of Illinois.
3. To provide data which would lead to job restructuring, job definition, and curriculum development in the library field.

#### E. Basic Findings

The "library" or "research" phase of this study included a mail survey of all State libraries and a variety of other library settings. We identified a number of interesting and worthwhile studies in the area of work definition, job classification, etc., but this survey did not identify any studies underway in the field of task analysis in libraries in general. In all probability, this is the first study that has attempted to apply the methods and techniques of functional job analysis to libraries.

#### F. Limitations of the Study

Despite the fact that this study was limited to Illinois libraries, we think it is safe to generalize the findings and applicability to most any library setting in the United States. These data are apt to be weakest in such areas as:

1. Binding operations
2. Publishers and jobbers
3. Librarians employed in nonlibrary jobs such as library schools or in nonlibrary administrative jobs.

We emphasize that this is not an analysis of the efficiency or effectiveness of work that occurs in libraries, nor does this study indicate the frequency with which tasks recur. This is a study limited to the work that occurs in library settings. We included innovative-type programs which are much different from traditional programs and we included tasks performed by custodial workers up to head librarians.



### III. THE RESEARCH ACTIVITIES

#### A. General Procedures

Our first step was to identify research relevant to this study either underway or completed. Second, we constructed and tested a methodology to identify and measure library tasks.

#### B. Background Research

In reviewing the literature to find related studies, we found three major projects.

First, the U. S. Department of Labor has pioneered in the field of task analysis, especially as it relates to the development of the Dictionary of Occupational Titles (DOT)<sup>8/</sup>, which identifies all ranges of work in the country. The Dictionary of Occupational Titles lists over 35,000 jobs. It also describes about every job in the United States and classifies each according to a variety of factors.

Second, as a result of activities within the Department of Labor, a very useful manual has been produced.<sup>9/</sup> We found it invaluable.

Third, related are a variety of general studies produced by Dr. Sidney A. Fine of the W. E. Upjohn Institute.<sup>10/</sup> Also, the Defense Department has supported a variety of efforts in this area; we reviewed the literature, but found very little was relevant because of the focus on defense and military activities.

We found two task analysis studies in the general area of libraries which were useful:

First, the "School Library Manpower Project,"<sup>11/</sup> was a "task analysis" of school libraries. A total of 953 schools offering "superior programs" in the area of library media were invited to participate. These schools were mailed the "Task Analysis Survey Instrument," which contained 300 items, and the respondents (heads of media centers) were requested to indicate whether or not listed items or tasks were performed in the center and if so, whether performance was by the head, a librarian, an AV specialist, etc. The study was conducted on a nationwide basis and 694 usable "Task Analysis Survey Instruments" were returned. Since we were committed to personal interviews during the course of which tasks would be identified, this study was of marginal interest.

<sup>8/</sup> U. S. Department of Labor, Dictionary of Occupational Titles, op. cit.

<sup>9/</sup> U. S. Department of Labor, Manpower Administration, A Handbook for Job Restructuring (Washington, D. C.: Government Printing Office, 1970) 46 pp.

<sup>10/</sup> Wretha W. Wiley and Sidney A. Fine, A Systems Approach to New Careers, Two Papers (Kalamazoo, Michigan: The W. E. Upjohn Institute for Employment Research, 1969) 37 pp.

<sup>11/</sup> School Library Personnel Task Analysis Survey and Task Analysis Survey Instrument, 2 vol. (Chicago: American Association of School Librarians, School Library Manpower Project, 1969) 91 pp.+

A second study, conducted by a unit of the National Education Association (NEA), is the "Jobs in Instructional Media Study (JIMS)."<sup>12/</sup> It concerns all levels of "jobs in the instructional media field," and apparently, stressed workers at less than the B.A. degree level. It was completed in 1969, and involved an elaborate, nationwide sampling of schools and colleges and military, government, business, and industrial facilities. A total of 500 sites were selected and each site was "visited by one staff member for the purpose of observing at least two workers." A total of 110 jobs were analyzed. This study produced about 1,300 tasks; we used many of the same procedures.

Finally, we developed:

1. A plan for collecting data from individuals working in libraries.
2. A plan to convert the data into tasks and procedures for analyzing them.

Step 1 above is described in Section E, "The Field Work." The scheme to convert the data to tasks follows:

As we have noted, task analysis is a method of analyzing human activities (in this case, jobs) by breaking each activity into its most discrete components. A task may be a single simple action or it may be a complicated series of actions.

The JIMS study points out that task statements must respond to these points.<sup>13/</sup> The worker does something which is:

1. a result of some instruction;
2. in relationship to someone or something;
3. required to accomplish certain results;
4. and uses certain tools, equipment, or aids.

The U. S. Department of Labor, as mentioned, developed a methodology to measure and evaluate tasks. With some modifications, we used their procedures in this study. After considerable testing and modification, we settled on measuring tasks in nine major areas. (The numbering system below corresponds to the column headings in Appendix E).

1. The first column contained the task statement.
2. Performance Standards: In this area, we attempted to measure the kind and nature of performance criteria which should govern a given task. We used four different scales; each task was classified in terms of its best fit in each scale:

<sup>12/</sup> Interim Report: Jobs in Instructional Media Study (JIMS) (U. S. Dept. of Health, Education and Welfare Grant No. OEG-0-8-080688(085) [Washington, D. C.: National Education Association, 1969]) 304 pp.

<sup>13/</sup> Ibid, p. 23.

- a. Who or what sets the standards: Each task was coded in terms of one of four items: the extent to which performance should be set by the worker, by another worker, by some outside criteria, or in other ways.
  - b. Quality required: Each task was coded in terms of three quality levels ranging from "error free" to "considerable variation."
  - c. Whether the standards were written or unwritten: Each task was coded according to whether the performance standards were written or unwritten.
  - d. Pace of Performance: Each task was coded in terms of one of six items measuring pace ranging from "hourly or daily productivity" to "complexity of processes" governing the pace.
3. Task Environment: This area refers to the setting in which the task occurs and the kinds of adjustments required by the task. Each task was coded in terms of one of 12 items which best described the task environment.
  4. Worker Functions: The orientation of worker behavior is one of the most important areas of measurement. In this area, we used three scales--the extent to which a task concerned data, people, and things:
    - a. Data: Each task was assigned one of 11 codes in its relationship to information or knowledge.
    - b. People: Each task was rated according to the extent to which it required interaction with other people. Eight items were included in this scale.
    - c. Things: Each task was rated according to the extent to which it involved the use of things. Eight items were used.
  5. General Educational Development: Three scales were used to measure the educational level required by each task.
    - a. Reasoning: This scale refers to the problem-solving and judgmental skills required of the task. Each task was rated in terms of six items ranging from elementary reasoning to the other extreme--requiring highly developed reasoning skills.
    - b. Mathematics: This scale ranged from the need for simple to complex mathematics and included several items.
    - c. Language: This scale ranged from simple to complex and contained six items--each of which concerned levels of reading, writing, and speaking.
  6. Worker Instructions: This scale concerned the extent to which a task permits or requires judgment in carrying out the task. Each task was coded in terms of one of eight items.
  7. Training Time: Each task was measured according to the length of training time required to perform the task. Training time includes



any combination of on-the-job training, formal education, formal training, etc. Eight items were used,

8. Time to Complete the Task: Each task was coded in terms of the time required to complete a single element of the task. For example, in "selecting" tasks, the time involved is that required to select a single book. Six items were used.
9. Extraordinary Physical Demands: Tasks were rated in terms of whether or not they required extraordinary demands from the worker in terms of physical requirements. Ten items are included.
10. Knowledge/Skills/Abilities: A brief description was given of the knowledge/skills/ abilities required for each task.

This methodology was tested, refined, and presented to the Advisory Committee before applying it to the sample. The application of this methodology required:

1. That the nine areas include all the meaningful analyses that could be made of library jobs.
2. That the methodology could be applied to all library jobs.
3. That each area and the items within an area would be defined in such a way that independent analysts would agree. This meant that the specification and definition of a given scale had to mean the same thing to different observers.

### C. The Study Instruments

We started the study with a variety of instruments, eliminated many, and changed most along the way. The instruments used were the following:

1. A questionnaire for the head or supervisory librarian on library goals and procedures: This was a checklist to provide a record of the libraries visited. It included the name of the library, whether or not a statement of the goals and purposes of the library and job descriptions were available, and most important, the staffing schedule--that is, the number of employees, job titles, etc.--for the library. From these data, we draw the basic sample of workers to be interviewed in each library.
2. Background Instrument: A background data sheet was completed for each person interviewed. This data sheet indicated the interview date; the name, title, education, sex, years in library work, and supervisor for the person interviewed; quality and length of the interview; whether or not a job description was available; and other background data.
3. Job Analysis Form: During the early stages of the project, we attempted to collect job data in terms of such basic categories as how the action was initiated, the skills learned, performance

quality expected, etc. This proved to be impractical and was soon dropped in favor of conducting an in-depth interview with each respondent of the total job situation and then later extracting from this interview, the tasks performed by the worker.

4. Task Analysis Coding Sheet: A coding sheet was developed to facilitate the manipulation, revision, editing, and scaling of each task. This coding sheet provided space for listing the task statement, the code numbers, and the case number.

#### D. The Libraries Included in the Study

The RFP called for a survey of 12 to 15 libraries in the State of Illinois. A total of 18 libraries were finally selected by the Advisory Committee. The libraries ranged from school, to special, to public libraries of various sizes, to college and university, etc.; just about every major type of library was included in the sample. Appendix A contains a list of the libraries studied.

#### E. The Field Work

The first contact with a library was with the director or his designee. During the interview, we explained the study--its confidentiality, purpose, etc.--discussed the nature of the organization and the work involved. We collected a Table of Organization, a list of employees, and an identification of the placement of each employee on the Table of Organization, his salary range, title, and any peculiar aspect of a job. From the list of workers, we then proceeded to select staff members to interview. During the early stages of the field work, we interviewed almost all staff members. As the study progressed, we were able to omit many. For example, after we interviewed three or four catalogers, we found we were not identifying new tasks and thus, we were able to de-emphasize catalogers. We used these general guidelines in selecting workers to be interviewed:

1. Included in the definition of "library workers" was any worker from custodial workers up to the director of the library.
2. Workers included volunteers, part-time workers, students, etc.
3. All workers interviewed participated voluntarily. Only one refused to submit to an interview and the interview was terminated.
4. On every occasion when a new job description was identified, we interviewed the person filling that job.
5. At least one worker in every job description identified was interviewed--in some cases three, four, and five workers were interviewed.
6. When we found a man (or a woman) in a job traditionally held by one of the opposite sex, we interviewed that person.
7. When we found a nonprofessional (a person with less than a college

education) in a job usually filled by a professional, we interviewed the nonprofessional.

An interview lasted up to two hours, with an average of about one hour each. Some interviews were very short--stack clerks, for example, could be interviewed in about 30 minutes. Some interviews were conducted in groups of two or three, but most were conducted on an individual basis. A total of 116 persons were interviewed. See Appendix B for a list of job titles included.

An interview was begun by asking the respondent to identify the four, five, or six major things involved in his or her job. When the list was complete, the interviewer would return to each element or "thing" and ask a series of questions:

"Let's take the area of selecting books. Can you show me exactly how this is done? Does it involve certain kinds of books, that is, children's books, adult books, etc.? What subjects or disciplines do you need to know to do this work? What do you use to select books? How long does it take to select a typical book? What are the most difficult things about your job? What are the easiest things about your job? When do you clear things with your boss? How much education does a person need to do this job? What are the steps involved in selecting books? What do you start with? What is the specific end product? What kinds of mistakes can a person make in a job such as this? What are the penalties or problems involved if you make a mistake? How long would it take to train a newcomer to do your job? Do you have a manual or form to follow? How many books can you select in a day?"

The pattern of questions varied depending on the task. In some cases, we asked the worker to "walk" the analyst through the task by doing, or showing, etc.

#### F. The Identification of Tasks

Following the completion of an interview, the analyst produced rough tasks from his notes. Using the case above, the analyst might produce the following rough tasks: "Examines book lists, talks to patrons about new books, reads book reviews." From these rough statements, the tasks were reworded and/or refined into simple, clear, concise task statements with each task statement beginning with an "action" verb, and including the points noted on page 8. In the case noted above, a given job area might produce four to six tasks, one of which might be:

"Identifies, using standard selection tools, new titles to be placed in consideration file for adult department in public library."

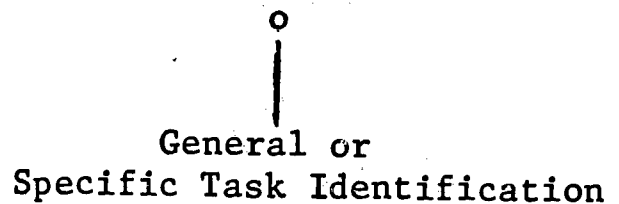
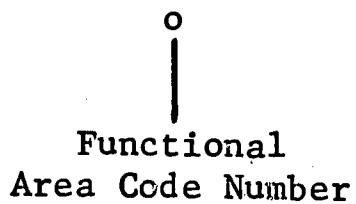
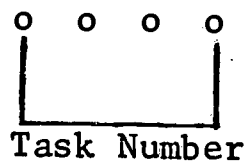
The next step was to rate and code each task using the scales in Appendix C.



### G. The Processing of Completed Tasks

The field work identified more than 1,800 tasks, many of which were duplicates; others were not really tasks and some were statements containing several tasks. These steps were used to process the tasks:

1. The task statements and codes were listed by analysts on coding sheets.
2. The task statements and code numbers were analyzed for consistency, completeness, etc.
3. All tasks were grouped into about 35 functional areas and examined for duplication, consistency, etc.
4. Task statements were checked again to insure that each statement was indeed a task.
5. The "Knowledge/Skill/Abilities" category for each task and for all tasks in a functional area were checked to insure the description was accurate, simple and meaningful, and related to the task statement.
6. Tasks were assigned six digit case numbers as follows:



At this point, the reader should refer to the list of tasks in Appendix E. The six digit case number is located in the first column. As noted above, the first four digits refer to the task number: Each task was assigned a number (on a random basis). The numbers start with 0001 and continue to 1615. The task numbers permit grouping and selection of tasks by task number. The fifth digit refers to a functional job area. Each task is coded by one of nine items in terms of the functional job area in which it occurs. The functional areas and code numbers are:

- 1 - Administration
- 2 - Selection and Acquisition
- 3 - Cataloging and Processing
- 4 - Registration and Circulation
- 5 - Reference Services
- 6 - Patron Services

- a. Children's Services
- b. Adult Services
- c. Special Group Services
- d. Special Activities

7 - Collection Maintenance

8 - Facility Maintenance

9 - Miscellaneous

The sixth, or last digit, of the case number refers to the identification of "General" and "Specific" Tasks. "General" tasks are those that include several actions and may be proceeded by other tasks. "Specific" tasks are isolated, independent, and narrow. A "1" as the sixth digit of the case number refers to "general" tasks and a "2" to "specific" tasks. Sorts by the fifth and sixth digits ("functional areas" and "general or specific") will be very useful in job restructuring.

- 7. The task data were then transferred to punched cards and processed on a computer.
- 8. The tasks were sorted and printed out by the computer in terms of:
  - a. Training time--see Appendix E.
  - b. Totals and percentages for each item by scale--see Appendix D.
  - c. A list of all tasks in numerical order (by case number)--not included in this report.
- 9. A total of 1,615 tasks are listed in this report (Appendix E).

## IV. CONCLUSIONS AND RECOMMENDATIONS

### A. An Overview

Queries were sent to all 50 state libraries asking for information on studies completed or underway in the general field of task analyses of library jobs. We received over 30 replies. A number were very valuable and helpful; however, the majority of studies reported were in the area of job descriptions--wage surveys, personnel actions, etc. Accordingly, these inquiries did not produce any library study in the United States concerned with "task analysis." About 70 colleges and universities in the United States and Canada which offer a degree in library science were contacted for materials and studies in the field. Also, letters were sent to the major library agencies in England, Denmark, West Germany, and Sweden. Again, we did not find examples of task analyses underway.

We designed a methodology or approach to identify library tasks and measure the tasks along a variety of continua. This methodology was tested in several studies outside Illinois, revised, and applied in the 18 libraries in Illinois.

The field work resulted in the identification of over 1,600 different library tasks. These tasks and the manner in which we measured them form the framework of this report. It has several possibilities of importance to the library profession:

First, it should be possible to restructure and redefine library jobs along the lines of what actually occurs in library work and the skills required in the jobs. And most important, the identification of library jobs should make it possible to create "new careers" at all levels of library work.

Second, it should be possible to develop a wide variety of curricula, ranging from training programs at the post-secondary level to the graduate level and from short to extensive pre-service and in-service training programs.

Third, we think this analysis should be helpful to library administrators in developing new job descriptions, rearranging work, and generally rationalizing much of the work that occurs in libraries. These three ideas, we think, lead to the next step in this study and suggest ways in which the Illinois Library Association might proceed.

### B. Informing the Profession

This study can have a marked impact on the library field if the data are fed aggressively into the mainstream of the profession. The impact of this report will be diminished for two reasons, if it is set aside and normal events must stimulate action. First, this study should not be thought of as a complete, final, and irrevocable task analysis of library jobs. The field work was confined to 18 libraries in Illinois. We think that the data are complete and it is highly unlikely that we have missed more than a few tasks. However, the study, theory, methodology, and results should be exposed to the scrutiny of librarians. This will not only add to the data, but the methodology and data will then become part of the working knowledge of librarians.

During the meetings of the Advisory Committee to this project, Committee members suggested regional meetings be held throughout the state to discuss the

report. This is a good idea. The format for the meetings could be kept simple: one to two-day meetings in which the study, the methods and techniques, and the major findings are briefly and simply reported to the audience and brief workshops are conducted in which the next steps--the structuring of jobs and development of new kinds of training programs--are discussed. These conferences should produce a great deal of information which, when added to this study, should greatly enhance its completeness and value.

### C. Restructuring Library Jobs

Generally, the definitions of a job often reflect tradition, informal relations, personal whims, etc. As a result, the employer may not receive maximum benefit. Also, the worker may be in a deadend job with no next step.

Job restructuring is not an efficiency method, but a way of looking at the total work that occurs in an organization. It flows from task analysis and is essentially the process of rearranging tasks into new jobs involving new clusters of skills, etc. The process of job restructuring should result in:

1. Producing a more rational utilization of workers in terms of such things as understaffing, overstaffing, upgrading, and using workers in areas for which they have been trained.
2. Producing new job descriptions based on the work which actually goes on in an organization rather than on what a supervisor or worker may think should occur on the job.
3. Providing new opportunities for different kinds of people. For example, a job restructuring program should aim at building careers within an organization to enable people to advance as skill, education, and training are acquired.

The steps in restructuring are: The tasks presented in this study should be carefully studied and reviewed. Such a review will lead to suggestions for grouping tasks in new ways. The data are presented in such a way that this regrouping can be facilitated. The tasks are on punched cards and each task is identified with a case number which enables grouping tasks in an almost unlimited number of ways, that is, by any of the scaling items. For example, the tasks are grouped in Appendix E according to "training time." It would be just as easy to regroup the tasks according to mathematics skills, language skills required, etc. To ease this grouping of tasks, in Appendix D, we present for each scale, the number of times and proportion (percentage) each item was checked in terms of the scale as a whole. Thus, for "Who or What Sets the Standards" (in the Performance Standards category), we know that since few tasks are coded as the worker setting the standards, this item is not apt to be a fruitful point of departure for restructuring.

The regrouping of tasks is in part an experimental process and in part a logical process. The logical process would involve the grouping of tasks according to such rational aspects as training time, mathematics required, task environment, etc. In addition, the restructuring must take into account work flow, library organization, etc. The experimental aspect of this is largely a trial and error process of identifying clusters of tasks that meet these requirements:



1. The tasks must have sufficient content to make it possible to produce a job. For example, in grouping tasks to produce a job, it is necessary to find a sufficient number of tasks that will comprise a full-time job.
2. It will be necessary to group tasks which require similar levels and kinds of skills, dexterity, reasoning, etc.
3. It will be necessary to group tasks in ways that are workable within a library setting. For example, it would not make much sense to group together a variety of tasks into a job when the nature of work or a given library would not permit such tasks to constitute a job.
4. Experimenting with regrouping the tasks will suggest collapsing some of the scales. For example, in all probability, it will be more feasible to group together tasks in the first three levels of mathematics, reasoning, etc. However, there is no way of knowing at this point whether or not this would be the best procedure: experimenting with grouping the tasks will determine the best steps.
5. A job should provide variety in terms of demands, pace, etc.
6. Jobs should form a career lattice that permits movement upward and a career based on training and experience.
7. The frequency with which a given task occurs must also be considered.

This regrouping should lead to a logical next step which contains two elements. The first element is that the restructuring should be conducted in conjunction with studies available in the library field on job definitions. For example, the Asheim and Deininger articles<sup>14/</sup> should be examined in the context of structuring the tasks in this study into new jobs. The research available in these studies should be invaluable in terms of checking the validity of the restructuring and pointing the directions in which restructuring should proceed.

Attention should be paid to this point: This is a study of library jobs in 18 libraries and not an analysis of one library viewed as a system. Thus, it will not be possible to define a precise, articulated list of new library jobs that mesh together as a system. It will be possible to restructure jobs in terms of models that can be applied with some verification to, we think, most libraries.

The second step is that once restructuring is completed and there are definite ideas of what new jobs should consist of in terms of tasks, they should then be subjected to critical reviews on the part of people in the profession. These reviews should indicate whether or not the restructuring was suitable in terms of the kinds of work patterns that occur, that are possible in terms of the administrative and organizational constraints which occur in libraries, and that are worth the effort and difficulty of implementation. Undoubtedly, such a review will suggest sensible areas of revision.

<sup>14/</sup> Asheim and Deininger, op. cit.

Once consensus exists on the restructured jobs, the next step is to develop curricula for these restructured jobs. An outline for this is in the next section.

#### D. Curriculum Development

Once tasks are regrouped into new job clusters and careers, the most obvious step is to develop education and training programs to prepare people for these jobs. Since a group of tasks will define a job or jobs and since we will know the various requirements for the new job--knowledge, skills, abilities, etc.--it should then be possible to describe the educational requirements to produce workers who can perform the jobs. Thus, a rational link exists between the job and training programs. For example, when the contents of a job are known, it is a technical process to describe how a worker can be trained to fill that job. At this point in the program, educators should be involved in the study to begin the development of behavioral objectives and education and training programs to train persons for these jobs.



# Appendix A

## LIBRARIES INCLUDED IN THE STUDY

### A. School Libraries

1. Barrington Middle School, District #4, Barrington
2. Highland Elementary School, District #68, Skokie
3. Highland Park High School, District #113, Highland Park
4. Old Orchard Junior High School, District #68, Skokie
5. Rufus Easton Elementary School, District #136, Alton

### B. Public Libraries

1. Aurora Public Library, Aurora
2. East St. Louis Public Library, East St. Louis
3. Highland Park Public Library, Highland Park
4. Rockford Public Library, Rockford

### C. Special Libraries

1. Argonne National Laboratories, Argonne
2. J. Walter Thompson Advertising Agency, Chicago
3. Veteran's Administration Hospital, Hines

### D. College and University Libraries

1. College of DuPage, Glenellyn
2. Quincy College, Quincy
3. Southern Illinois University, Carbondale

### E. Other Libraries

1. Illinois Materials Resource Processing Center, Rockford
2. Illinois State Library, Springfield
3. Northern Illinois Library System, Rockford

In addition, pre-testing of the various instruments and basic methodology was conducted at:

1. The Library of Congress, Washington, D. C.
2. Montgomery County Library, Administrative Office, Bethesda, Maryland
3. Silver Spring Branch, Montgomery County Library, Silver Spring, Maryland

## Appendix B

### JOB TITLES OF PERSONS INTERVIEWED

The following is a combined and edited alphabetical list of job titles. We attempted to combine job titles that are similar in skill, content, level, etc.

<u>Job Title</u>	<u>No. Interviews Conducted</u>
Assistant Director (System)	1
Bookkeeper	1
Bookmobile Driver	1
Cataloger	2
Clerk, Bookmobile	2
Clerk, Information	1
Clerk, Library	8
Clerk, Order	3
Clerk, Processing	6
Clerk, Reproduction	4
Clerk, Stack	1
Coordinator, Curriculum	2
Coordinator, Materials Utilization and Distribution	1
Coordinator, Publicity	1
Coordinator, Supporting Services	1
Custodian	2
Director, Children's Library	1
Director, Library (college, public, school, etc.)	11
Director, Self Instructional Center	1
Graphic Arts Assistant	1
Instructional Designer	1
Junior Librarian	1
Librarian, Assistant	3
Librarian, Assistant Reference	2
Librarian, Automation	1
Librarian, AV	2
Librarian, Bookmobile	2
Librarian, Branch	1
Librarian, Certified Teacher	2
Librarian, Legislative Reference	1
Librarian, Reference	2
Librarian, Serials	1
Librarian, Special Services	1
Librarian, Technical	1
Library Aide	2
Library Aide, Student	6
Library Assistant	5
Photographic Assistant	1

<u>Job Title</u>	<u>No. Interviews Conducted</u>
Supervisor, Adult Services Division	2
Supervisor, Acquisitions Department	2
Supervisor, AV Department	1
Supervisor, Binding Department	1
Supervisor, Cataloging Department	2
Supervisor, Circulation Department	2
Supervisor, Maintenance	1
Supervisor, Materials Production	1
Supervisor, Medical Services Library	1
Supervisor, Processing	1
Supervisor, Publications	1
Supervisor, Public Services	1
Supervisor, Reader Services	1
Supervisor, Stacks	1
Supervisor, Technical Processing	1
Supervisor, Technical Services	1
Technician, AV	2
Technician, Library	1
Traffic Manager (System)	1
Typists and Stenographers	6

## APPENDIX C

### THE SCALES

Following is a list of the ten scales used to measure each task. Each section describes a scale (for which the data are provided in Appendix E). Thus, "II-A Performance Standards," corresponds to the first digit under column two in Appendix E.

## I. TASK STATEMENT

This must be a simple, clear, precise statement of each task. It should include these points:

1. Upon what instructions--the source or nature of instructions such as directions, own initiative, clients, specific procedures, etc.
2. Who--the worker.
3. Does what--the work process is described.
4. In relation to what or whom.
5. To accomplish what immediate result.
6. With what tools, equipment, or aids.

## II. PERFORMANCE STANDARDS

These scales refer to the quality, kind, and nature of standards that should govern a task. Each task is coded for each scale.

- A. Who or what sets the standards?
  1. The worker.
  2. Others.
  3. Outside criteria.
  4. Other.
- B. What quality is required, variation or error permitted?
  1. Error-free quality (or very, very close to it) is required.
  2. Moderate variation or a few errors are permitted.
  3. Considerable variation.
  4. Other.
- C. Are standards written or unwritten?
  1. Written or firmly established.
  2. Not written.
- D. Pace or Productivity:
  1. A maximum hourly, daily, etc., rate of productivity.
  2. Productivity is uneven and determined by peaks and variations.

3. Client traffic determines the quantity.
4. Pace is set by worker weighing a variety of conflicting, competing, and/or ambiguous demands.
5. The complexity of the process determines the pace.
6. Other.

### III. TASK ENVIRONMENT

This scale refers to the climate, environment, or setting in which the task occurs. Each task is coded for the one most appropriate item.

- 01 Involves a variety of steps and frequent change.
- 02 Repetitive or short cycle operations carried out according to established procedures or sequences.
- 03 Doing things under specific instruction, allowing little or no room for independent action or judgment in working out task problems.
- 04 Direction, control, and planning of an entire activity or the activities of others.
- 05 The necessity of dealing with people in actual job duties beyond giving and receiving instructions.
- 06 Working alone and apart in physical isolation from others, although the activity may be integrated with that of others.
- 07 Influencing and informing people in their opinions, attitudes, or judgments about ideas or things.
- 08 Performing adequately under stress when confronted with the critical or unexpected or when taking risks.
- 09 The evaluation (arriving at generalizations, judgments, or decisions) of information against sensory or judgmental criteria.
- 10 The evaluation (arriving at generalizations, judgments, or decisions) of information against measurable or verifiable criteria.
- 11 The interpretation of feelings, ideas, or facts in terms of personal viewpoint.
- 12 The precise attainment of set limits, tolerances, or standards.
- 13 Other.



#### IV. WORKER FUNCTIONS

These scales refer to the dominant orientation of a task. Each task is rated on each scale--data, people, or things.

A. Data: Each task must be coded in terms of whether it relates to information, knowledge, etc., whether written, oral, numerical, verbal, etc.

- 01 Copying and Coding: To reproduce or duplicate from an original. Transferring data into numerical or pictographic symbolism or other forms to facilitate computation and analysis.
- 02 Comparing: Judging the observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- 03 Computing: Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them. Does not include counting.
- 04 Translating: Placing information into a different language, different intellectual level, or a more desirable form to facilitate improved communication.
- 05 Compiling: Gathering, collating, or classifying information about data, people, or things.
- 06 Analyzing: Examining, selecting, reviewing, and evaluating data without application of theory. Present alternative action in relation to analysis may be involved.
- 07 Organizing: Bringing together various data, things, and/or structures in order to produce activity or action and attain results.
- 08 Coordinating: Determining time, place, and sequence of operation or action to be taken on the basis of analysis of data; executing determination and/or reporting an event.
- 09 Planning: Projecting the future and foreseeing needs, services, or situations and making the necessary arrangements to provide the structures, activities, and things to meet the needs. Providing the direction in which activities, functions, or structures are to move.
- 10 Synthesizing: Integrating data to discover facts and/or develop knowledge, concepts, and interpretation.
- 11 Not applicable.
- 12 Other.

B. People: Each task is coded in terms of the most appropriate item.

1. Taking instructions, helping, and serving: Carry out work order of supervisor. No immediate response or verbal exchange is required unless clarification of instruction is needed. Attends to needs, requests, or the expressed or implicit wishes of people. Immediate response is involved.
  2. Exchanging information: Converses with, interviews, and/or signals people to convey or obtain information, or to clarify and work out details within the framework of established procedures.
  3. Counseling, Persuading, or Diverting: Encourages individuals on a personal basis or in small group situation and gives instruction, advice, and assistance concerning daily living, services, and participation in groups. Influences others in favor of a service or point of view by talks or demonstrations.
  4. Supervising: Determines and/or interprets work procedures, assigns duties, maintains harmonious relations, evaluates performance, and promotes efficiency. Makes decisions on procedural and technical levels.
  5. Consulting, Instructing, or Treating: Serves as a source of information and provides ideas to define, clarify, enlarge, or sharpen procedures or capabilities. Teaches or trains others. Motivates, supports, and instructs individuals.
  6. Negotiating: Exchanges ideas, information, and opinions with others to formulate policies and programs, and/or arrives at resolutions of problems growing out of administration of existing policies and programs, usually after a bargaining process.
  7. Mentoring: Advises, counsels, and/or guides with regard to problems that may be resolved by legal, scientific, clinical, spiritual and/or other professional principles. Advises clients on implications of courses of action open to deal with a problem and the merits of one strategy over another.
  8. Not applicable.
  9. Other.
- C. Things: Each task is coded in terms of the extent to which it deals with inanimate objects having shape, form, and other physical characteristics.
1. Handling: Using body or handtools to move and carry objects, books, or materials.
  2. Monitoring: Observing, checking, or standing by while equipment, activity, process, or objects operate or function and calling for assistance in the event of malfunction.
  3. Servicing: Performs simple repairs or adjustments requiring few or no tools, techniques, skills, or time and usually completed at work station.
  4. Operating: Controlling, starting/stopping, or working machines, equipment, objects, or materials.

5. Preparing/Set-Up: Getting equipment, materials, or facility ready for use; cleaning; acquiring necessary equipment and supplies.
6. Maintenance: Checking, testing, determining, and measuring the exact nature and scope of malfunctioning equipment, materials, and objects; using technical knowledge and/or skill to restore same to operative condition.
7. Storage/Retrieval: Selecting, placing, or procuring tools, objects, materials, or equipment with some latitude, judgment, or precision since a system or procedure is applied.
8. Not applicable.
9. Other.

## V. GENERAL EDUCATIONAL DEVELOPMENT

There are three categories--reasoning, mathematics, and language. Each task is coded in terms of each of the GED levels required:

- A. Reasoning: These items are arranged from simple to complex. One response was selected for each task.
  1. Apply elementary reasoning to carry out simple one or two-step instructions in standardized situations with few variables.
  2. Apply elementary reasoning to carry out detailed, but uninvolved written or oral instructions.
  3. Apply elementary reasoning to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.
  4. Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions in books or manuals or in mathematical or diagrammatic form.
  5. Apply principles of logic or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in books or manuals or in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
  6. Apply principles of logical or scientific thinking to a variety of problems. Deal with nonverbal symbolism (formulas, scientific equations, graphs, the social sciences, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Perceive the most difficult classes of concepts.
  7. Other.



B. Mathematics: This scale also ranges from simple to complex. One response was selected for each task.

1. Mathematics short of almost automatic addition of commonly remembered single digit numbers (2+1, 2+2, 5+5, etc.) is never required.
2. Approximately 2nd to 3rd grade mathematics: Add and subtract one or two digit numbers. Multiply and divide 10's and 100's by 2, 3, 4, 5. Perform basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, quart; inch, foot, yard; or ounce, pound.
3. Approximately 3rd to 6th grade mathematics: Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Draw and interpret bar graphs. Perform arithmetic operations involving monetary units.
4. Approximately 6th to 9th grade mathematics: Compute interest, commissions, ratio and proportions, and/or percentages. Calculate surfaces, weights, and measures. Algebra requirements: calculate variables and formulas. Geometry requirements: calculate plane and solid figures and understand angles.
5. Approximately 9th to 11th grade mathematics: Practical applications of fractions, percentages, slide rule, and essentials of trigonometry. Algebra requirements: Deal with systems of real numbers; linear, quadratic and rational functions; and statistical inference. Geometry requirements: deductive geometry, plane and solid.
6. Approximately 12th grade and elementary college level mathematics: Work with exponents and logarithms, linear and quadratic equations, mathematical induction and binomial theorem, permutations. Calculus: Apply concepts of analytic geometry, differentiations and integrations of algebraic functions. Statistics: Apply mathematical operations to frequency distributions, reliability and validity of tests, normal correlation techniques, sampling theory, factor analysis, etc.
7. Highly specialized mathematics: Work with limits, continuity, real numbers, implicit function theorems: modern algebra. Statistics: Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference, econometrics.
8. Not applicable.
9. Other.

C. Language: This scale ranges from simple to complex. One response was selected for each task

1. The general equivalent of up to about 3 years of schooling.  
Reading: Short of everyday signs (EXIT, ENTRANCE, etc.) never required. Writing: Other than signature not required. Speaking: Elementary social and interpersonal relations.

2. The general equivalent of about the 3rd to 5th grade. Reading: Recognize meaning of about 2,500 (two to three-syllable) words; numbers; Rate of 95-125 words per minute. Writing: Prints simple sentences containing subject, verb, and object and series of numbers, names, and addresses. Speaking: Speaks simple sentences.
3. The general equivalent of about the 6th to 8th grade. Reading: Vocabulary of 5,000-6,000 words. Rate of 190-215 words per minute. Adventure stories or comic books. Looks up unfamiliar words in dictionary. Simple instructions. Writing: Compound and complex sentences; uses proper end punctuation and employs adjectives and adverbs. Speaking: Speaks clearly and distinctly.
4. The general equivalent of about the 9th grade through post-high school. Reading: Variety of novels, magazines, and encyclopedias; safety rules; instructions in use and maintenance of tools and equipment; methods and procedures in mechanical drawing; and layout work. Writing: Brief reports and essays in proper and correct format, punctuation, spelling and grammar. Speaking: Speaks before small groups with poise, voice control, and confidence, using correct English and modulated voice.
5. Generally post-high school and linguistic experience. Reading: Novels, poems, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Writing: Business letters, expositions, summaries, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Speaking: Participates in panel discussion, dramatizations, and debates. Speaks extemporaneously on a variety of subjects.
6. Considerable education and linguistic experience. Reading: literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents. Writing: novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and song. Speaking: Experienced in theory, principles, and methods of effective and persuasive speaking, voice and diction, discussion, and debate.
7. Not applicable.
8. Other.

## VI. WORKER INSTRUCTIONS

Instructions may be explicit, leaving little to be taken for granted, or they may be implicit, assuming knowledge on the part of the worker as to how something should be done. One item was selected for each task.

1. Inputs, outputs, tools, equipment and procedures all specified. Almost everything the worker needs to know is contained in his assignment.
2. Inputs, outputs, tools and equipment all specified, but the worker has some leeway in the procedures and methods he can use to get the job done. Almost all the information he needs is in his assignment.



3. Inputs and outputs are specified, but worker has considerable freedom as to procedures, timing, tools, and equipment. He has to refer to several standard sources for information (handbooks, catalogs, wall charts).
4. Service is specified in the assignment, which may be in the form of a memorandum, manual, or request. The worker must work out his own ways of getting the task done, including procedures and sequence of operation. He may either carry out work himself or set up standards and procedures for others.
5. Same as (4) above, but in addition, the worker is expected to know and employ theory so that he understands the whys and wherefores of the options that are available for dealing with a problem and can independently select from among them. He may have to do some reading in the professional literature in order to gain this understanding.
6. Various services are available that can meet stated technical or administrative needs. The worker must investigate the services needed and evaluate them in regard to performance characteristics and input demands. This usually requires some creative use of theory well beyond referring to standard sources. There is no specification of inputs, methods, sequences, sources, or the like.
7. There is some question as to what the need or problem really is or what directions should be pursued in solving it. In order to define it, control and explore the behavior of the variables, and formulate possible outputs and their performance characteristics, the worker must consult largely unspecified sources of information and devise investigations, surveys, or data analysis studies.
8. Information and/or direction comes to the worker in terms of needs (tactical, organizational, strategic, financial). He must call for staff recommendations and reports concerning methods of dealing with them. He coordinates both organizational and technical data in order to make decisions and determinations regarding courses of action (outputs) for major sections (divisions, groups) of his organization.
9. Other.

## VII. TRAINING TIME

This indicates the length of time required to learn the task including formal education. In coding for this category, the analyst paid particular attention to the GED requirements. Thus, a low GED requirement will usually also be low in training time. Some tasks, however, are exceptions. It is assumed that every task requires an orientation period on-the-job which is not included in this scale.

1. Less than one year
2. 1 to 4 years
3. 5 to 8 years

4. 9 to 10 years
5. 11 to 12 years
6. 13 to 15 years
7. 16 to 18 years
8. 19 years or above

#### VIII. TIME TO COMPLETE THE TASK

This indicates the time required to complete one element of a task; that is, in selecting books, we estimated the time required on the basis of selecting one book. One code was selected for each task.

1. Less than 15 minutes
2. 16 to 30 minutes
3. 31 to 60 minutes
4. One hour (61 minutes) to two hours
5. Two hours (121 minutes) to four hours
6. Over four hours
7. Not applicable
8. Other

#### IX. EXTRAORDINARY PHYSICAL DEMANDS

This category is designed to identify tasks that require extraordinary physical demands. An item was assigned to a task when that demand was essential in completing the task. It is important to realize we used extraordinary and not ordinary demands as the criteria. By "extraordinary," we mean it is absolutely essential for a person to possess the particular physical ability to complete the task. For a task requiring more than one demand (i.e., seeing and hearing, etc.), code 11 was applied.

- 01 Lifting 20 lbs. or over
- 02 Climbing or balancing
- 03 Pushing, pulling, and/or carrying
- 04 Stooping, kneeling, and/or crawling
- 05 Reaching and/or grasping
- 06 Fingering and/or feeling

- 07 Talking
- 08 Hearing
- 09 Seeing
- 10 Not applicable
- 11 Multiple demands
- 12 Other

#### X. KNOWLEDGE/SKILLS/ABILITIES REQUIRED

Each task was also rated in terms of the knowledge/skills/abilities required. (This category is not included in the task data in Appendix E, because these data are more relevant to curriculum development.)

# *Appendix D* *The Number and Percent of Responses for each Scaling Category*

## II. PERFORMANCE STANDARDS

### A. Who or what sets standards?

	<u>No.</u>	<u>Percent</u>
1. Worker	88	5.4
2. Others	214	13.3
3. Outside Criteria	1,313	81.3
4. Other	-	-
TOTAL:	<u>1,615</u>	<u>100.0</u>

### B. What quality required, variation, or error permitted?

1. Error Free	780	48.3
2. Moderate variation or few errors	576	35.7
3. Considerable variation	259	16.0
4. Other	-	-
TOTAL:	<u>1,615</u>	<u>100.0</u>

### C. Are standards written; unwritten?

1. <u>Yes</u> , written	729	45.1
2. <u>No</u> , unwritten	886	54.9
TOTAL:	<u>1,615</u>	<u>100.0</u>

### D. Pace of performance

1. Maximum hourly, etc. rate of productivity	290	18.0
2. Uneven; determined by peaks	132	8.2
3. Client traffic determines quantity	231	14.3
4. Worker weighs variety of conflicting, ambiguous, etc. demands	609	37.7
5. Complexity of processes determines pace	353	21.8
6. Other	-	-
TOTAL:	<u>1,615</u>	<u>100.0</u>



### III. TASK ENVIRONMENT

The overall setting in which the task occurs:

	<u>No.</u>	<u>Percent</u>
01 Variety of steps; frequent change	9	0.6
02 Repetitive/short cycle operations according to established procedures/sequences	434	26.8
03 Specific instruction/little room for independent action/judgment	184	11.4
04 Direction, control, planning entire activity of others	178	11.0
05 Dealing with people beyond giving/receiving instructions	31	1.9
06 Working alone in physical isolation; activity <u>may be</u> integrated with others	11	0.7
07 Influencing & informing people	186	11.5
08 Performing under stress/taking risks	13	0.8
09 Evaluation of information against sensory or judgmental criteria	290	18.0
10 Evaluation of information against measurable or verifiable criteria	177	11.0
11 Interpretation of feelings/ideas in terms of personal viewpoint	37	2.3
12 Attainment of set limits, tolerances, standards, etc.	65	4.0
13 Other	-	-
TOTAL	1,615	100.0

#### IV. WORKER FUNCTIONS

	<u>No.</u>	<u>Percent</u>
<b>A. <u>Data</u></b>		
01 Copying or Coding	147	9.1
02 Comparing	154	9.5
03 Computing	48	3.0
04 Translating	115	7.1
05 Compiling	135	8.4
06 Analyzing	377	23.3
07 Organizing	69	4.3
08 Coordinating	170	10.5
09 Planning	261	16.2
10 Synthesizing	35	2.2
11 Not Applicable	104	6.4
12 Other	-	-
TOTAL:	1,615	100.0
<b>B. <u>People</u></b>		
1. Taking instructions, helping, serving	151	9.3
2. Exchanging information	376	23.3
3. Counseling, persuading, diverting	35	2.2
4. Supervising	246	15.2
5. Consulting, Instructing, Treating	158	9.8
6. Negotiating	96	5.9
7. Mentoring	27	1.7
8. Not Applicable	526	32.6
9. Other	-	-
TOTAL:	1,615	100.0
<b>C. <u>Things</u></b>		
1. Handling	58	3.6
2. Monitoring	63	3.9
3. Servicing	21	1.3
4. Operating	407	25.2
5. Preparing/Set Up	372	23.0
6. Maintenance	1	0.1
7. Storage/Retrieval	260	16.1
8. Not Applicable	433	26.8
9. Other	-	-
TOTAL:	1,615	100.0

## V. GENERAL EDUCATIONAL DEVELOPMENT

A. <u>Reasoning</u>	<u>No.</u>	<u>Percent</u>
1. Elementary reasoning; one or two step instructions	119	7.4
2. Elementary reasoning; detailed, uninvolved written/oral instruc.	200	12.4
3. Elementary reasoning; written, oral, diagrammatic form	367	22.7
4. Apply rational systems to solve practical problems; deal with concrete variables	441	27.3
5. Apply logic/scientific thinking to define problems, collect data, draw conclusions, etc. Interpret technical instructions in books or mathematical form	406	25.1
6. Apply logical/scientific thinking to intellectual/practical problems. Use non-verbal symbolism; abstract and concrete variables	82	5.1
7. Other	—	—
TOTAL:	1,615	100.0
B. <u>Mathematical</u>		
1. Nothing short of common addition	22	1.4
2. Second-third grade math	207	12.8
3. Third-sixth grade math	717	44.4
4. Sixth-ninth grade math	150	9.3
5. Ninth-eleventh grade math	250	15.5
6. Twelfth grade-elementary college math	60	3.7
7. Highly specialized math	9	0.5
8. Not applicable	200	12.4
9. Other	—	—
TOTAL:	1,615	100.0

C. Language

	<u>No.</u>	<u>Percent</u>
1. Up to three years of schooling	14	0.9
2. Up to six years of schooling	76	4.7
3. Sixth to ninth grade	365	22.6
4. Ninth grade through some post-high school	389	24.1
5. Post-high school; linguistic experience	477	29.5
6. Considerable education; linguistics	220	13.6
7. Not applicable	74	4.6
8. Other	-	-
	<hr/>	<hr/>
TOTAL:	1,615	100.0



## VI. WORKER INSTRUCTIONS

	<u>No.</u>	<u>Percent</u>
1. Inputs, outputs, equipment & procedures specified	211	13.1
2. Inputs, outputs, etc. all specified, but worker has some leeway	301	18.6
3. Inputs and outputs specified; worker has considerable freedom as to procedures, timing, tools and equipment	158	9.8
4. Service specified in assignment--memo, manual, request. Worker must work out own ways of getting task done	228	14.1
5. Same as #4, but worker also expected to know and employ theory; understands whys and wherefores of various options	196	12.1
6. Worker investigates services needed and evaluates them with regard to performance characteristics and input demands	280	17.3
7. In order to define problem, worker must consult unspecified sources of information; devise investigations, surveys, or data, etc.	164	10.2
8. Information and/or direction comes to worker in terms of needs; worker must call for staff recommendations and reports concerning methods; coordinates organizational or technical data	77	4.8
9. Other	<u>-</u>	<u>-</u>
TOTAL:	1,615	100.0

## VII. TRAINING TIME

	<u>No.</u>	<u>Percent</u>
1. Less than one year	67	4.2
2. 1 - 4 years	21	1.3
3. 5 - 8 years	149	9.2
4. 9 - 10 years	338	20.9
5. 11 - 12 years	239	14.8
6. 13 - 15 years	362	22.4
7. 16 - 18 years	339	21.0
8. 19 years or above	<u>100</u>	<u>6.2</u>
TOTAL:	1,615	100.0

## VIII. TIME TO COMPLETE TASK

	<u>No.</u>	<u>Percent</u>
1. Less than 15 minutes	714	44.2
2. 16 to 30 minutes	378	23.4
3. 31 to 60 minutes	189	11.7
4. 61 minutes to two hours	116	7.2
5. Two hrs (121 min.) to four hours	45	2.8
6. Over four hours	53	3.3
7. Not Applicable	120	7.4
8. Other	<u>-</u>	<u>-</u>
TOTAL:	1,615	100.0

## IX. EXTRAORDINARY PHYSICAL DEMANDS

	<u>No.</u>	<u>Percent</u>
01 Lifting 20 lbs. or over	1	0.1
02 Climbing or balancing	1	0.1
03 Pushing, pulling, and/or carrying	2	0.1
04 Stooping, kneeling, and/or crawling	-	-
05 Reaching and/or grasping	1	0.1
06 Fingering and/or feeling	32	1.9
07 Talking	13	0.8
08 Hearing	4	0.2
09 Seeing	214	13.3
10 Not applicable	171	10.6
11 Other	<u>1,176</u>	<u>72.8</u>
TOTAL:	1,615	100.0

## APPENDIX E

### THE TASKS ORDERED BY TRAINING TIME

Included is the list of all tasks identified in this study ordered by Training Time. The column headings refer to the scales described in Appendix C.

NOTE TO THE READER:

These abbreviations are used in the task statements.

AV - audio visual  
BPL - Branch Public Library  
BSL - Branch Special Library  
CC - Junior college or community college  
cent. - center  
curr. - curriculum  
dept. - department  
equip. - equipment  
ES - Elementary School  
eval. - evaluations  
HS - High School  
JHS - Junior High School  
LC - Library of Congress  
lib. - library  
LL - Learning Laboratory  
MC - Media Center  
pat. - patron  
PL - public library  
EMC - Resource Materials Center, Instructional Materials Center,  
Instructional Resource Center  
sch. - school  
SPL - Special Library  
TA - technical assistance  
U - university or college



## HOW TO READ THIS SECTION

In this appendix, all tasks are ordered by the "Training Time" category--column 7. This category contains eight items and the coding is explained in Appendix C, Section VII, pages 32 and 33.

An example of how to read each task follows. The example is the first task on page 47.

<u>Case No.</u>	<u>1-Task</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
000782	Sweeps, dusts & cleans mobile unit	2211	02	1184	187	1	1	2	11

1. The first four digits of the case number (0007) consist of the task number. Each task has a separate number from 0001 to 1615.
2. The fifth digit of the case number "8" refers to the functional area--in this case, "Facility Maintenance." (See pages 13-14.)
3. The sixth digit of the case number codes "general" or "specific" tasks. In this case, a "2" indicates the task is "specific." (See page 14.)
4. Column 1 contains the task statement.
5. Column 2 provides the scales selected for the "Performance Standards" category. (See page 25.) For this task, the numbers 2211 refer to these codes:  
  
2 - The standards are set by others  
  
2 - The task permits moderate variation or a few errors.  
  
1 - The standards are firmly established (written).  
  
1 - The worker has a maximum hourly, daily, etc. rate of productivity.
6. Column 3 refers to the "Task Environment." (See page 26.) In this case, "02" refers to "repetitive or short cycle operations carried out according to established procedures or sequences." The code in this column will always be a two-digit number.
7. Column 4 refers to "Worker Functions" in terms of Data, People, and Things. (See pages 27-29.) For this task, the numbers 1184 refer to these codes:  
  
Data: 11 - Not applicable (Note: The "Data" Category always contains a two-digit number  
  
People: 8 - Not applicable  
  
Things: 4 - Operating

8. Column 5 refers to "General Educational Development" levels required to perform the task which include levels of reasoning, mathematics, and language. (See pages 29-31.) For this task, the number 187 refers to these codes:

Reasoning: 1 - Apply elementary reasoning to carry out simple one or two-step instructions.

Mathematics: 8 - Not applicable

Language: 7 - Not applicable.

9. Column 6 refers to "Worker Instructions." (See pages 31-32.) In this example, a "1" refers to: "Inputs, outputs, tools and equipment all specified."
10. Column 7 refers to "Training Time." (See pages 32-33.) In this case, a "1" refers to "less than one year."
11. Column 8 refers to the "Time to Complete the Task" (See page 33.) In this example a "2" refers to "16 to 30 minutes."
12. Column 9 refers to "Extraordinary Physical Demands." (See pages 33-34.) In the example, an "11" refers to "multiple demands." In this column, the code will always be a two-digit number.

## ITEM 1 - LESS THAN ONE YEAR

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
000782	Sweeps, dusts, & cleans mobile unit	2211	02	1184	187	1	1	2	11
001432	Prepares newspaper clippings by glueing and stanling on blank pages for files	2211	02	1184	187	1	1	1	11
004662	Washes, cleans, & hangs negative to dry in photo lab in U lib.	3111	02	1181	187	1	1	1	11
005822	Inserts order card & signed form in envelope & lays aside for posting	3111	02	0281	181	1	1	1	11
005962	Rewinds & inspects film	3111	02	1184	187	1	1	2	11
011432	Examines book to determine type of spine-label required	2111	02	0285	187	2	1	1	11
015282	Performs general housekeeping in reading area at end of each day	2211	02	1185	187	1	1	1	11
016932	Removes master catalog cards from template and routes for refiling in processing cent. master catalog file	2111	02	1181	187	1	1	1	11
017982	Maintains supply of soap, towels, etc. in washrooms	2211	02	1182	187	1	1	1	11
018022	Processes new filmstrips & tapes by attaching trailers & leaders	3111	02	1183	187	1	1	2	11
021312	Opens mail for RMC and sets aside for later review & analysis	3111	02	1181	187	1	1	1	06

## CASE NO.

1

## TASK

2 3 4 5 6 7 8 9

024332	Prepares paperbacks for circulation by reinforcing spine with mylar & placing pressure sensitive tape on cover	2111	02	1184	187	1	1	1	11
024932	Opens & collates new titles according to accepted practices	3213	02	0281	187	1	1	1	11
025222	Packages titles in processing cent. for shipment to lib.	2111	02	1181	187	1	1	2	11
025742	Stamps date-due cards for next day	2111	02	0114	187	1	1	1	11
029812	Delivers opened mail to supervisor	3121	02	1184	187	1	1	1	10
036182	Uses standard vacuum cleaner to clean rugs in lib.	2211	02	1184	187	1	1	2	11
036632	Shelacs over spine labels on new books	2111	02	1183	187	1	1	1	11
037872	Reinforces pamphlets, booklets, etc.	2111	02	1183	187	1	1	1	11
038582	Cares for plants in library	3211	02	1183	187	1	1	1	11
042632	Checks for classification cards on new titles	3113	02	0285	187	1	1	1	10
042872	Makes minor splicing repairs to damaged 16mm films revealed by inspection & sets aside films requiring major maintenance	3113	02	1184	187	1	1	1	11

CASE NO.

1

TASK

044632	Removes cards (for filing) from all new titles received from district processing cent.	3111	02	1185	187	1	1	1	06
045272	Examines for damage books returned to bookmobile & sets aside books requiring maintenance	3222	10	0281	187	1	1	1	09
053062	Separates & staples received TWX messages for interlib. loan materials & services	3111	02	1184	187	1	1	1	11
055832	Glues book pocket in back of book	2111	02	1185	187	1	1	1	06
058542	Loads & unloads books & other materials from van	2111	02	1111	187	1	1	1	03
061412	Opens mail & stamps with date due stamp	3111	02	1184	187	1	1	1	10
066772	Operates film cleaning machine	3111	02	1184	187	1	1	1	11
068362	Cleans toilet bowls, sinks, floors, etc. in washroom, kitchen, water fountain, etc.	2211	02	1183	187	1	1	1	11
071972	Inspects record discs returned by patrons by removing from jacket and examining for breaks, scratches, etc.	3111	02	0282	187	1	1	1	11
077232	Stamps new fiction title with system stamp & branch designation stamp	2111	02	0184	187	1	1	1	06
080022	Perforates all new books with ownership marking using perforator	3111	02	0184	187	1	1	1	06



CASE NO.

1

2 3 4 5 6 7 8 9

## TASK

084192	Maintains TWX machine by loading tapes, paper, & ribbon	3112 02 1183 117 1 1 1 11
084532	Glues pockets in new books & inserts typed book card in book pocket for each new title	3111 02 0285 187 1 1 1 10
084612	Picks up mail daily and delivers to dept.	3111 02 1181 187 1 1 1 10
086132	Glues spine label on book as directed, & secures	3111 02 1114 187 1 1 1 10
093672	Performs simple mending operations (taping, gluing etc.) on materials in mobile unit	3211 02 1183 187 1 1 1 11
094212	Picks up mail daily & delivers to learning cent.	3111 02 1181 187 1 1 1 10
097562	Carries AV equip. from storage space to classroom & other settings where it will be utilized	2223 02 1111 181 1 1 1 01
100272	Mends broken tape boxes, record albums, etc.	2111 02 1183 187 1 1 1 11
100632	Sands (with sandpaper) cartons (microfilm boxes, tape boxes) before glueing on identification labels	2221 02 1183 187 1 1 1 06
102142	Shelves one-week titles in appropriate section without regard to order	3311 02 0287 187 1 1 1 11
110092	Operates glueing machine.	3111 02 1184 187 1 1 1 11

CASE NO.	1	TASK	2	3	4	5	6	7	8	9
110792	Makes coffee	2211	02	1184	187	1	1	1	11	
112522	Affixes ownership labels to AV materials	2111	02	1185	187	1	1	1	11	
114382	Changes light bulbs & performs other simple maintenance functions in lib.	3113	02	1183	187	1	1	1	11	
114562	Operates 3M copier to produce color transparencies	3111	02	0184	187	1	1	1	11	
115342	Loads & unloads books & other materials in mobile unit	2111	02	1111	187	1	1	2	03	
115572	Changes soiled plastic book covers on books as instructed	2111	02	1113	187	1	1	1	11	
116032	Places ownership stamp in designated places on new titles	2111	02	0184	187	1	1	1	06	
118082	Uses dustmop to dust tile floors	2211	02	1184	187	1	1	2	11	
118162	Places all new books in K-5 learn. cent. on special display table for predetermined period of time	3222	02	1121	187	1	1	1	11	
118672	Operates splicing machine	3111	02	1184	187	1	1	1	11	
121872	Splices tapes, filmstrips, etc. using simple tools such as scissors, transparent tape, etc.	3123	02	1183	187	1	1	2	11	

CASE NO. 1

TASK

130912	Operates automatic stapling machine	3211	02	1184	187	1	1	1	11
131732	Places spine label on book in designated place	2111	02	1185	187	1	1	1	11
134372	Cleans record discs returned by patrons by wiping gently with a damp cloth	3111	02	1183	187	1	1	1	06
137232	Inserts pamphlets in binders for storage	2111	02	0587	187	1	1	1	11
140032	Uses scissors, ruler, tape & other simple tools to place plastic covers on new titles	2111	02	1183	187	1	1	1	11
146332	Sorts books by type of covering required--waterproof, plastic coated, or regular	3111	02	0581	187	2	1	1	11
151382	Washes windows	2211	02	1184	187	1	1	2	02
152992	Operates plastic laminator	3121	02	1184	187	1	1	1	11
154032	Stamps accession number in new titles	2111	02	0184	187	1	1	1	06
154732	Places master catalog cards on templates for reproduction in processing center	2111	02	0285	187	1	1	1	11
156432	Inserts magazines, journals, etc. in plastic covers	2111	02	1183	187	1	1	1	11

CASE NO.

1

TASK

161142 Moves titles to circulation  
desk from stacks & from cir-  
culation desk to stacks using  
book cart

2 3 4 5 6 7 8 9

2111 02 1111 187 2 1 1 11

CASE NO.	1	ITEM 2 - ONE TO FOUR YEARS	2	3	4	5	6	7	8	9
TASK										
012842	Packs processed materials in cartons for inter-facility delivery		2111	02	1181	182	1	2	2	10
037792	Monitors tape decks & when malfunctions occur, calls technician		3111	03	1122	181	1	2	7	11
040692	Cuts paper & card stocks of varying thicknesses by using guillotine or other machine		3111	02	1184	127	1	2	1	11
049922	Stamps & initials invoice received from vendors & forwards all but one copy to accounting dept.		3111	02	0124	112	1	2	1	11
053412	Operates paper folding machine		3111	02	1184	117	1	2	1	11
059442	Serves on circulation desk & stamps date due slips in books		3111	02	0114	281	1	2	1	06
75592	Operates microfilm reader printer		3111	02	0184	281	2	2	1	11
078632	Sets fiction titles aside to be held for receipt of LC proof slip if no proof slip is in date files		3111	03	0281	232	2	2	1	10
097622	Collects and files recommendations from staff for purchase of AV equip. for sch. learning cent.		3223	02	1112	112	1	2	1	10
102512	Operates automatic paper punch		3111	02	1114	217	1	2	1	11
105042	Sets up daily date due machine		3111	02	1185	121	1	2	1	11



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
105222	Clips marked newspaper articles, magazine articles, etc.	3111	02	1184	181	1	2	1	11
107212	Distributes supplies on carts to requesting unit or individual	2113	03	1114	181	1	2	1	11
111142	Checks circulation desk area daily to be certain book cards are cleared out of circulation area at close of business.	3111	02	1185	181	1	2	1	11
123912	Packages books & materials for mail shipment	2111	02	1181	181	1	2	2	11
131676	Repairs torn pages in damaged books	3212	02	1183	111	2	2	1	11
134842	Separates returned books by fiction & non-fiction & places in separate section on "returned cart"	3111	02	0281	183	1	2	2	11
140672	Checks inventory of AV materials & identifies materials requiring repairs	3322	10	0682	281	2	2	3	11
149932	Encloses title of new titles with slash marks	2111	02	0184	182	1	2	1	11
153922	Trims photocopy of title page to order slip size & staples to	3211	12	1184	127	1	2	1	11
160292	Operates electrically driven book cart	3111	02	1184	281	1	2	1	11

## ITEM 3 - FIVE TO EIGHT YEARS

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
001742	Files microfilm & other materials alphabetically by title	3111	02	0587	283	1	3	1	11
002092	Identifies & notifies supervisor of maintenance needs for mobile unit	3224	10	0622	323	3	3	2	11
003932	Arranges into sets new master cards received from processing cent. reproduction dept.; removes one set for master file; rubberbands remaining sets & places in boxes	3111	02	0281	212	2	3	1	11
004312	Files time-off requests, sick leave reports, & other reports explaining variations from standard work week	3113	02	0887	223	2	3	1	11
005522	Files by date of arrival for access on delivery date, "notification of direct delivery form" for titles, materials & equip. being shipped	3111	02	0587	323	2	3	1	11
006332	Writes date code in all new titles	2111	02	0184	132	1	3	1	11
007682	Maintains maintenance service record for mobile unit	3112	02	0384	232	1	3	1	11
008092	Cleans & maintains glueing machine by performing simple maintenance & cleaning processes	3111	02	1185	112	1	3	2	11
010332	Writes call number on title page of new titles	2111	02	0184	132	1	3	1	11
010992	Operates auxilliary electronic data processing equipment (i.e., sorters, collaters, decollaters, bursters, & slitters)	3111	03	1184	222	1	3	1	11
011142	Sorts materials by sch. in processing cent. & places on book trucks for delivery	2111	02	0581	182	1	3	2	11

CASE NO.	TASK	1	2	3	4	5	6	7	8	9
014062	Visits classrooms & under direction of faculty takes still pictures of classroom activities & other processes	3113	03	0114	323	2	3	1	11	
014232	Produces multilith masters from print reproduction machine	3111	02	0184	222	2	3	1	11	
015122	Letters call number on non-print materials using indelible ink pens	2111	12	0124	133	1	3	1	11	
015462	Instructs children (Grades 1-5) in lib. check-out system	3115	07	0454	223	3	3	1	11	
018892	Maintains mobile unit by servicing with gas, oil, air, etc.	3111	03	1183	122	1	3	1	11	
019462	Packages for return, films received from interlib. loan	2111	02	0281	182	1	3	2	11	
019742	Computes fines using standard fine chart	3113	02	0324	232	1	3	1	11	
020362	Telephones staff member who requested new title that title is available for checkout	3113	02	0424	223	2	3	1	11	
020712	Answers supervisor's telephone	2223	01	1124	223	2	3	1	11	
023602	Inserts microfilm negative in microfilm machine to display negatives as requested	3112	02	1114	212	1	3	1	06	
023842	Marks packed cartons in loading center with place of delivery (sch., branch lib., system lib., etc.) & delivery date	2111	02	0124	122	2	3	1	11	

CASE NO.	TASK	2	3	4	5	6	7	8	9
024062	Assists upon request K-1 children in sch. lib. in signing their names on checkout cards to check out books	3113	02	0414	283	1	3	1	11
025332	Combines batched slips with master card sets & rubber bands in processing cent.	3111	02	0581	223	2	3	2	11
027032	Assigns accession number, AV code number, & sch. code number to all new nonprint materials.	3112	02	0587	233	1	3	1	11
032132	Inserts original order card in new books & places book aside	3111	02	0285	283	1	3	1	11
033232	Separates book order requests received from member lib. in processing cent. according to nature of order	3111	02	0581	123	2	3	1	11
035042	Serves on circulation desk in spec. lib. & performs routine checkout functions for scholarly & medical titles	3111	02	0114	333	1	3	1	11
035332	Accepts from acquisition dept., new titles & serializes (a) titles using stamping machine & (b) one copy of book order form	2111	02	0184	132	1	3	1	11
037042	Shelves easy reader & other picture books in ES lib. by approximate alphabetical placement	3211	02	0287	282	1	3	1	11
037332	Arranges in alphabetical order and sets aside for later examination all titles for which LC cards & classification information are not available	3113	02	0587	283	2	3	1	11
037632	Color codes new titles according to special characteristics	2111	02	0115	182	1	3	1	11
037942	Sorts returned titles by fiction, non-fiction & one-week titles & places on book carts	3111	02	0281	223	2	3	2	11

CASE NO.	TASK	1	2	3	4	5	6	7	8	9
038822	Sends to cataloging dept. & reader services dept. copies of typed book order forms	3113	02	1124	182	1	3	1	09	
040172	Sorts bound journals received from bindery by branch lib.	3111	02	0281	183	2	3	2	11	
042232	Examines date due cards of returned books & determines (a) fine is not due & sets book aside, (b) fine is due, computes amount of fine	3111	02	0384	332	1	3	1	09	
044522	Opens new AV materials received & checks against original purchase order	3111	03	0281	233	2	3	1	11	
046042	Shelves fiction titles in mobile unit	3111	02	0287	282	2	3	1	11	
048632	Codes data for input into information retrieval system by drilling holes in data cards as instructed on coding sheets	3113	02	0185	232	1	3	1	11	
049062	Completes photocopy request form for reproduction of materials	3113	02	0114	223	1	3	1	11	
049542	Arranges for movement of boxes from packing room to delivery area	2223	04	0845	223	2	3	1	11	
051432	Separates by type, computer processed perforated catalog cards	2111	02	0281	282	2	3	1	11	
051822	Produces number of catalog cards required by using multilith machine or photocopy equip.	3112	02	0184	222	2	3	1	11	
052232	Produces microfiche photograph by operating machine	3111	03	0184	323	2	3	1	11	



CASE NO.	TASK	2	3	4	5	6	7	8	9
052312	Fills requests for office supplies in lib. by selecting supplies from shelves & loading supplies on carts	2113	03	0211	222	1	3	1	11
056341	Takes student & faculty identification photographs	3111	02	0114	323	2	3	1	11
056942	Inserts book card in books returned by children (K-5) in ES lib. and sets book aside	3113	02	0285	223	1	3	1	06
057942	Checks in returned overdue books & materials from students & checks students' names off overdue list	3113	02	0214	323	1	3	1	09
059962	Produces negatives from black & white films	3111	02	0184	227	2	3	1	11
060922	Checks new titles purchased by system against original order slip	3113	03	0282	233	2	3	1	11
061532	Arranges rubberbanded master card sets in alphabetical order by title in processing cent.	3111	02	0581	283	2	3	1	11
062422	Opens new titles received & checks for damage	3113	03	0282	283	1	3	1	11
062932	Places identifying symbols, numbers, stamps, & marks on new books	2113	02	0184	133	1	3	1	11
063642	Stacks books returned to circulation desk by separating fiction & non-fiction titles	3111	02	0281	183	2	3	1	11
064462	Notifies pat. of arrival of requested new titles	3113	02	0424	223	2	3	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
066912	Files payroll records of staff in lib.	3111	02	0587	233	2	3	1	11
067042	Attempts to identify child who has not properly completed book cards in learning cent. by contacting classroom teacher in K-5 classes	2222	02	0428	283	2	3	1	09
067912	Keeps in personal possession & authorizes use of keys to work areas	3124	03	0845	382	2	3	1	10
068542	Shelves fiction material alphabetically by author's last name	3211	02	0287	383	1	3	1	11
068732	Removes date due card from books received from pat., determines whether or not book is overdue	3111	02	0212	323	1	3	1	09
069342	Files before close of business each day book cards checked out by children (K through 5) in learning cent.	3111	02	0587	333	2	3	1	11
069762	Checks students in & out of U AV self-instructional cent. (by examining ID cards)	3111	02	0212	182	1	3	1	11
071662	Inspects materials in patron's possession, (lib. books, text-books & briefcases) at checkout points	3111	02	0222	182	1	3	1	11
072932	Assigns accession numbers to all new print materials	3111	02	0152	233	1	3	1	11
073042	Drives van for delivery & pickup of books, materials & equip. belonging to lib.	3112	01	1114	222	1	3	7	11
073242	Dates & stamps new issues of journals received from acquisition dept & places on a special shelf	3113	02	0185	112	1	3	2	06

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
073312	Files work records of staff in personnel files	3111	02	0587	383	2	3	1	11
073572	Examines titles returned by children to mobile unit and sets aside titles requiring mending and binding	3221	10	0282	282	1	3	1	09
073711	Maintains personnel files on all employees & former employees in public lib.	3113	02	0587	383	2	3	1	11
075312	Answers supervisor's telephone & refers calls &/or takes messages	2212	03	0424	223	2	3	1	11
075932	Shelves alphabetically duplicate copies of titles received in processing cent.	3211	02	0287	313	1	3	1	11
076042	Inserts book card & sets aside books received at check-in desk from JHS students	3111	02	1115	223	1	3	1	06
077342	Checks label & cards on new titles received from cataloging dept., inserts circulation card, & places on new book desk	3111	02	0285	333	1	3	1	11
077942	Operates checkout machine at circulation desk	3111	02	0384	232	1	3	1	11
082016	Fills orders from branch libs. for building maintenance supplies	2113	03	0211	222	1	3	1	11
087681	Examines building floors, walls, etc. for special maintenance needs	3224	10	0682	387	3	3	2	09
088132	Notifies supervisor when expected subscriptions do not arrive on time	2113	03	0227	123	1	3	1	09

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
089342	Checks student loaded book carts in ES learn. cent. to determine if books are stacked according to fiction and non-fiction for easier shelving	3111	04	0245	223	2	3	2	09
090662	Sets up & monitors upon request, AV equip. for K-5 children in sch. lib.	3113	03	1114	223	2	3	2	11
091932	Places, as directed, spine label & other information on spine of new titles	2111	02	0114	133	1	3	1	11
092742	Examines for damage titles returned to lib.	2111	10	0282	282	1	3	1	09
094682	Cleans office machines weekly (i.e., mimeograph, multilith, etc.) to keep in good operating condition	2225	03	1185	223	2	3	2	11
096832	Stamps date & title of newspaper on articles clipped from newspapers	2111	02	0184	182	1	3	1	11
101022	Operates, using cart, interlib. mail service by delivering titles, memoranda, mail, etc., to offices within lib.	3111	02	0511	183	1	3	1	11
102462	Sets up AV equip. upon request from students in ES learn. cent.	3112	03	1114	223	2	3	1	11
103212	Telephones other schools in system for AV materials & equip. requested by staff	3223	02	0715	213	2	3	1	11
104262	Schedules in K-5 school classrooms, use of AV equip. & materials	3223	03	0817	223	2	3	1	09
105462	Marks on desk calendar date titles are due from interlib. loan	2111	02	0184	223	2	3	1	11

SE NO.	1	2	3	4	5	6	7	8	9
	TASK								
6332	Batches (or sorts) slips corresponding to master card sets in processing cent.	3111	02	0281	223	2	3	1	11
7072	Determines malfunctioning AV equip. requires more than simple maintenance and sets aside	3222	09	0682	257	3	3	2	11
08542	Operates input terminal on circulation desk by inserting pat. badge & card & upon receipt of printout, finds rejection of pat. badge. takes prescribed action ranging from repeating process to refusing pat. access to service	3111	02	0624	322	2	3	1	11
08942	Sorts titles on book cart according to location areas & arranges numerically or alphabetically by information on book spine	3111	02	0587	333	2	3	2	11
09942	Locates & places book cards in books after pat. return books to mobile unit.	3111	02	0287	282	1	3	1	11
10132	Shelves new books alphabetically by first letter only	3213	02	0287	282	1	3	1	11
12941	Packs materials in boxes for branches, units, etc. & marks delivery location on top of box	2111	02	0281	182	1	3	2	11
13562	Collects in K-5 sch. lib. fines on overdue books & periodicals & sends same to supervisor	3213	03	0328	222	1	3	1	10
13862	Operates enlarger to enlarge negatives produced in college library.	3111	03	0184	227	2	3	1	11
14442	Operates input terminal on circulation desk by inserting pat. badge & book card; upon receipt of both from terminal, examines printout for irregularities & finding none, inserts book card in pocket & returns badge	3111	02	1114	123	1	3	1	11
15932	Operates developer machine to produce photographs from exposed film	3115	02	0184	323	2	3	1	11



CASE NO.

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## TASK

117732	Cuts reproduced catalog cards, sorts by type of card and routes to batching	2111	12	0284	322	2	3	1	11
119032	Records number of processed books to be mailed to each lib. or system from processing cent.	3111	02	0184	222	2	3	1	11
119732	Checks LC proof slip date files for new non-fiction titles	3111	02	0287	123	1	3	1	11
120062	Places specific AV materials requested from classroom teachers on reserve shelf	3123	02	0517	333	2	3	1	11
120432	Checks LC proof slip date files for new fiction titles	3111	02	0287	123	1	3	1	11
120942	Removes from special display table each new journal after brief display & places in proper sequence on shelf with regular back issues	3221	03	0587	333	2	3	1	11
121521	Checks developed microfilm for acceptability & refilms if necessary	3113	02	0682	323	2	3	1	11
123242	Notifies pat. of availability of book on reserve by (a) telephoning (b) mailing notice	3113	02	0424	223	2	3	1	11
125032	Operates & maintains card-master machine	3112	02	0184	222	2	3	1	11
126112	Operates paper collater	3111	02	0584	122	1	3	1	11
127342	Removes book cards from box on circulation desk & checks to determine whether or not child (K through 5) has completed cards properly	3113	02	0282	283	1	3	1	11

CASE NO.

TASK

2 3 4 5 6 7 8 9

128522 Photocopies title page of titles for which order slip has been received & data is not contained in microform index

3111 02 0184 212 1 3 1 11

128642 Records fine data on Rolodex file by card number

3111 02 0184 122 1 3 1 11

128842 Files by date of availability, interlib. loan requests for films, art materials, etc.

3111 02 0587 223 2 3 1 11

130612 Records student attendance in learning lab

3111 02 0224 223 2 3 1 11

132262 Telephones or notifies pat. via postal card when title requested through interlib. loan has arrived

3113 02 0424 223 2 3 1 11

132942 Operates input terminal on checkout desk by inserting card from returned titles & upon receipt of printout either places book on cart for shelving or on reserve desk

3111 02 0684 283 1 3 1 11

134912 Operates telephone switchboard

3111 02 1124 283 1 3 1 11

137042 Records change of address, etc., to amend master records as requested by pat.

2113 02 0124 223 3 3 1 11

137542 Checks out titles to JHS students by removing book cards, inserting date due cards, & giving materials to students

3113 02 1111 223 1 3 1 06

139442 Inspects new fiction shelf & removes titles on shelf more than six months

3211 02 0287 223 1 3 1 11

141272 Checks films (16mm) returned by running film through film inspection machine

3111 02 1184 382 1 3 1 11

CASE NO.

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## TASK

141712 Services office machines by  
replenishing paper, ink,  
toner, etc.

3111 03 1185 122 1 3 1 11

142442 Serves on checkout desk & checks  
out books at request of patients  
in hospital by signing patient's  
name to book card

3113 02 0414 283 1 3 1 11

142642 Identifies returned titles for  
which reserve order has been  
made by noting identification  
symbol on book card & sets book  
aside for reserve

3113 02 0281 283 2 3 1 11

143412 Gathers materials to be con-  
tained in large mailings &  
inserts in prepared envelopes

2112 12 0511 112 2 3 1 11

143572 Performs simple diagnosis & re-  
pairs malfunctioning AV equip.  
upon request from classroom  
teachers or students

3123 03 0613 322 2 3 2 11

143922 Inspects by eye all 8mm  
films returned by pat.

3111 02 0282 282 1 3 1 09

144022 Matches with original order  
slip newly arrived books &  
materials

3113 03 0282 233 2 3 1 11

144422 Checks new AV materials re-  
ceived against original invoice  
to insure proper delivery

3113 03 0282 233 2 3 1 09

144962 Fills requests from classroom  
teachers for AV equip. &  
materials

3113 02 0517 333 1 3 1 11

145142 Inserts reserve order form  
(with pat. name) in titles &  
shelves alphabetically by last  
name of pat.

2111 02 0287 282 1 3 1 11

145772 Inspects for erasures, etc. by  
playing recording tapes return-  
ed by pat.

3111 02 0284 182 1 3 2 11

CASE NO.

TASK

2 3 4 5 6 7 8 9

146662

Produces photocopies of materials upon request & under specific instruction

3111 02 0114 122 1 3 1 11

146912

Fills orders for supplies from stock for all lib. units

3113 03 0211 123 2 3 1 11

147232

Sets dial on automatic stamping machine for purchase order number, current date & vender code number & stamps each order

3111 02 0184 222 1 3 1 11

149042

Reads shelves in U popular lib. & removes titles two years old & over

3211 02 0287 223 1 3 1 11

149442

Changes cartridge in input terminal to accommodate length of time book can be checked out

3111 12 1184 122 1 3 1 11

149812

Operates binding machine to attach prescribed covers & plastic bindings to large reports or materials

3112 03 1118 221 2 3 1 11

150342

Relieves for brief periods, librarians at circulation desk in hospital lib.

3113 02 0114 383 1 3 1 11

150462

Delivers upon request from teachers and sets up AV equip. in classroom.

3113 03 0211 222 4 3 1 11

150732

Locates cardmaster pre-printed lib. labels & packs in boxes with appropriate shipment for lib. or system from processing cent.

2111 03 0211 182 1 3 1 11

151062

Checks new books against original order forms to insure correct delivery

3113 03 0282 233 2 3 1 09

152722

Checks new AV equip. against purchase order to insure correct delivery

3113 02 0282 233 2 3 1 09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
153342	Inserts reserve slip in book & files alphabetically by name of patron requesting book	3113	02	0517	282	1	3	1	11
153692	Drives mobile unit	3112	01	1184	222	1	3	7	11
154532	Routes book order slip and catalogued new title to clerk	2123	02	0225	183	1	3	1	10
156532	Alphabetizes by title, boxes of reproduced card sets in processing cent.	3111	02	0581	283	2	3	2	11
157532	Organizes master cards in sets according to established order & rubber bands each set in processing cent.	3111	02	0581	223	2	3	1	11
161262	Checks books & titles in & out of hospital ward by signing user's name &/or inserting book card in book	3113	02	0114	283	1	3	1	11



## ITEM 4 - NINE TO TEN YEARS

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
000542	Shelves special collection according to broad subject labels on spine	3111	02	0287	383	3	4	1	11
001512	Assigns students in learning cent. to faculty members for intake interviews	3323	03	0845	313	3	4	1	11
001842	Fills requests for AV materials "over the desk".	3111	02	0511	222	4	4	1	11
001992	Operates recording tape duplicating machine	3111	02	1184	323	2	4	2	11
002112	Mails to Board members monthly financial report prior to Board Meeting	2112	07	0154	354	2	4	1	11
002212	Sends quarterly reports to employees indicating amount of compensatory time, debit time, etc. coming to them	3111	07	0324	333	2	4	2	11
002512	Checks periodically library & office supplies & maintains inventory by ordering supplies from purchasing dept.	2222	03	0982	233	2	4	1	11
003772	Checks magazines, journals, etc. returned from bindery & compares condition of bound volumes against original order	3113	10	0282	323	3	4	1	11
004232	Checks card catalog for new fiction & non-fiction titles & other materials to determine if titles are in catalog	3113	02	0287	333	3	4	2	09
004542	Arranges all request forms in alphabetical order by author prior to searching for titles	3113	02	0587	283	2	4	1	11
004742	Takes daily circulation count of books and AV materials	3112	03	0582	233	2	4	1	11

CASE NO.

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## TASK

004842	Registers new applicants for lib. card by (a) obtaining address (b) checking to determine if applicant had a card previously (c) assisting applicant to complete application	3113	02	0424	223	2	4	1	11
005271	Performs first eschelon maintenance on wide array of AV equip.	3112	02	1183	333	3	4	2	11
005432	Puts approved manuscript card in title & places on "completed" shelf, initials & dates next process card, & routes title to subject cataloging dept.	3113	02	0725	223	1	4	1	11
005672	Updates bindery control file	3112	02	0587	223	2	4	1	11
007432	Checks titles on storage shelf against each order of LC cards received	3111	02	0287	333	3	4	1	11
007942	Shelves non-fiction books according to Dewey Decimal system	3111	02	0287	343	3	4	1	11
008322	Maintains payment card for all subscriptions	3112	02	0387	233	1	4	1	11
008742	Completes information on pat. application forms by contacting applicant for information as instructed by supervisor	3115	03	0524	333	3	4	1	11
008822	Examines jobber's invoices & writes price for new titles on original order slip	2111	02	0184	223	1	4	1	11
009232	Checks catalogue, new shelf list, &/or order file for form of author's name & types on book slip accompanying non-fiction titles	3111	02	0184	334	3	4	2	11
009462	Serves on circulation desk & receives lost articles & checks identification for claim of articles	3223	01	0221	213	2	4	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
009522	Files for later consideration order requests for unpublished titles	3111	02	0587	233	2	4	1	11
009631	Notes changes in title of a serial or periodical & changes records in classification system beginning with effective issue	3113	02	0187	233	3	4	2	11
010042	Gives students in grades 6-8, AV equip. & materials as specified on teacher-approved forms	3113	03	0217	333	3	4	1	11
010111	Maintains security in U AV facility by locking up available equip., controlling keys, & conducting personal inventories	3115	03	0287	323	2	4	2	11
010242	Logs in returned AV materials (films, art prints, records, etc.) & sends to examination clerk	3111	02	0124	233	2	4	1	11
010432	Underlines author on title page using LC cards as a guide & notes discrepancies	2111	02	0384	283	1	4	1	11
010742	Checks overdue list & determines whether to send list to finance officer for collection	2124	10	0682	333	2	4	1	09
010812	Maintains daily, weekly, & monthly statistical records of activities, & requests in circulation dept.	3111	02	0387	333	2	4	1	11
011212	Prepares space, facilities, etc. for lib. sponsored conferences, workshops, etc.	2225	03	0915	283	3	4	2	11
011512	Maintains files of maintenance agreements for lib. equip.	3111	02	0587	333	2	4	1	11
011722	Types upon instruction from supervisor purchase order for purchase of titles under examination plan	3111	02	0114	334	1	4	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
012012	Operates electric adding machine	3111	02	0384	333	2	4	1	11
012531	Answers questions <u>via</u> telephone, personal visits, & letters regarding cataloging & selection for member lib. in system	3111	02	0757	433	5	4	1	11
012642	Files lib. copy of order forms accompanying AV materials sent to pats.	3111	02	0587	333	2	4	1	11
013062	Checks files for institutional pat. information requesting title through interlib. loan & sets titles aside for pickup	3113	02	0287	323	3	4	1	11
013431	Revises printed cards received with new titles to accommodate lib. classification system procedures	3112	03	0484	334	3	4	2	11
013571	Examines & troubleshoots AV equip. in response to requests from users	3214	10	1112	333	4	4	1	11
013632	Computes discount price on order forms for member lib. upon receipt of orders in processing cent.	3111	02	0324	333	2	4	1	11
013712	Keeps disposition record of supplies in lib.	3112	02	0382	233	2	4	1	11
014742	Locates pat. registration card and clips form for each fine form to card	3113	02	0287	323	3	4	1	11
014812	Answers telephone for inter-lib. services & requests data necessary to process inter-lib. loans	3113	01	0524	333	2	4	1	11
015051	Directs pat. when questioned to specific subject area locations in the lib.	3123	04	1128	283	3	4	1	11

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## TASK

015332	Operates camera-tape microfilm machine by setting for height, exposure meter, inserting materials to be microfilmed & operating camera.	3112	12	0184	323	2	4	1	11
015722	Records on book order form account codes to which ordered items are to be charged	3112	03	0184	333	2	4	1	11
016042	Consults mailing charts to determine postage & insurance charges for AV materials sent via mail & records amounts on forms for shipping dept.	3111	03	0325	233	1	4	1	11
016222	Maintains history card for periodicals & continuations	3112	02	0187	333	2	4	1	11
016322	Maintains address files of publishers, jobbers, & suppliers of materials	3111	02	0587	233	2	4	1	11
016422	Reviews files to determine if serials &/or continuations are on order	3111	02	0287	333	2	4	1	11
017322	Enters accession number of new titles in accession book	3113	02	0184	123	1	4	1	11
017762	Operates synchronizer machine	3111	03	1184	323	2	4	2	11
017822	Writes order form by copying publication date, budget account number, and date ordered	3111	02	0184	233	2	4	1	11
018142	Computes accumulated fines clipped to pat. registration card and if over stated amount, withdraws card and routes to billing	3112	12	0324	333	2	4	1	11
019072	Examines titles requiring mending or binding & decides whether title is to be (a) discarded (b) mended in lib. (c) sent to bindery	3224	10	0681	383	2	4	1	09



CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
019312	Computes time owed worker or time worker owes lib. from time-off reports & notifies supervisor	3112	02	0324	333	2	4	1	09
020872	Conducts quarterly inventory of equip. & materials in university AV facility	3115	02	0587	333	2	4	4	11
021122	Maintains inventory of equip. in dept. including date purchased, price, serial number, etc.	3115	03	0587	333	3	4	2	11
021492	Takes for publication photographs using standard cameras for release to press or for use in lib. newsletters	3222	09	0184	323	3	4	2	11
021542	Maintains shelf list of titles purchased by system members in lib. system	3111	02	0587	333	2	4	1	11
022612	Checks bills against original purchase order upon receipt & requests staff approval for payment	3115	12	0222	334	2	4	1	11
023012	Types from rough drafts, letters, manuscripts, etc.	3112	02	0184	334	2	4	2	06
023322	Checks stacks to identify missing serials or continuations & prepares order card accordingly	3112	03	0287	233	2	4	2	09
023412	Schedules vacations for lib. staff	3114	04	0944	333	3	4	1	11
024742	Prepares list of books that have been charged out for use at information desk in subject lib. dept.	3111	03	0514	234	3	4	2	11
024862	Operates cameras including still, 35mm, 16mm, etc.	3115	03	0184	323	2	4	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
25862	Types order forms for search of files for for titles requested through interlib. loan	3111	02	0124	334	2	4	2	06
26032	Notes on title page, descriptive cataloging has been completed by initialing & dating & placing mark under author's name	3111	12	0125	333	1	4	1	11
26342	Determines if returned titles are overdue & if so: (a) sends form to student (through home room) or (b) gives child overdue slip indicating amount of fine	3113	02	0224	333	3	4	1	09
26412	Identifies by reviewing list of student volunteers, students not providing services as promised & recommends they be dropped from list	3224	11	0648	384	2	4	1	09
26622	Checks all order slips for accuracy	3111	12	0282	333	2	4	1	11
27412	Assigns custodial staff to special projects & activities	2224	04	0948	383	4	4	1	10
27542	Adjusts complaints in ES learn. cent. from students listed as having overdue books by reviewing files on overdue books	3123	03	0217	333	3	4	1	11
27712	Maintains chronological account of expenditures for equip., materials, & furnishings	3112	02	0587	333	2	4	1	11
27922	Maintains file of comments of journals reviewed, examined, and rejected	3213	02	0587	323	2	4	1	11
28542	Serves on circulation desk in U self-instructional cent. & checks out tapes, programmed instructional materials, etc., to students upon request	3113	03	0114	223	1	4	1	11
28971	Examines card catalog & replaces soiled & damaged cards	3311	02	0184	233	1	4	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
029132	Types on book slip, descriptive information from title page of fiction titles	3111	02	0184	233	2	4	2	11
029322	Determines cost of damaged or destroyed titles by checking files & prepares form letter to go to pat. requesting payment for damaged or lost title	3113	02	0787	334	2	4	1	11
029442	Searches files to determine availability of AV materials & equip. requested through interlib. loan	3113	02	0517	333	2	4	1	11
031532	Files new master shelf list cards in master shelf list file	3111	02	0587	333	3	4	1	11
033342	Checks pat. lib. card against fine file before checking out titles or materials to determine if fine is due	3113	02	0217	332	2	4	1	11
033732	Types information from forms on book pockets for new titles	3111	02	0184	234	1	4	1	06
034142	Processes circulation card by (a) stamping with pat. information (b) punching circulation card & book card with pat. data for later machine tabulation	3115	02	0124	323	1	4	1	11
034972	Inventories shelves & checks against circulation records & shelf lists to determine if titles are still in system	3112	03	0287	333	3	4	2	11
035642	Files alphabetically by author, tapes, slides & other AV materials in U self-instruction cent.	3111	02	0587	333	2	4	1	11
035832	Examines new titles by checking against standard tools to determine if title is in system	3112	03	0287	233	3	4	2	11
037162	Monitors films distributed in building from interlib. loan to be sure films are returned on date due	3113	03	0825	323	2	4	1	11

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## TASK

037242	Determines by checking card catalogue if material requested through interlib. loan is available	3113	03	0237	333	2	4	1	11
038032	Examines newly catalogued books by examining spine label, pockets accession number, etc.	3111	03	0282	333	3	4	1	11
038262	Takes motion pictures under direction of faculty member or student in classrooms & other educational settings	3114	03	0114	323	2	4	2	11
038922	Hand letters non-print titles & materials with identification marks	2111	12	0184	223	1	4	1	11
039222	Checks order cards submitted by teachers, staff, and students for accuracy & completeness before depositing in consideration file	3113	02	0282	334	3	4	1	09
039722	Selects book selections for lib. from cataloging dept. by checking against original requests	3114	02	0615	333	3	4	2	09
039912	Fills requests for preparation of specific mailing by locating group on code sheet	2113	03	0215	223	2	4	1	11
040042	Files circulation cards by call number	3111	02	0587	333	2	4	1	11
040212	Answers supervisor's telephone, refers calls or takes messages	2222	05	0424	313	3	4	1	11
040562	Produces black & white slides from books, magazines, & other materials upon request	3113	03	0114	223	3	4	1	11
041422	Checks for accuracy typed catalog cards	3112	12	0245	334	2	4	1	09

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## TASK

041822	Approves & checks purchase orders received against original order submitted	3113	02	0285	233	2	4	1	09
042142	Conducts weekly review of overdue books & produces & posts names of students with overdue books	3113	02	0524	323	2	4	2	11
042462	Marks shelves in main lib. & reference areas with classification numbers for easy location by pat. & shelving clerks	2111	02	0124	333	3	4	1	11
043242	Files book cards of titles overdue more than one week, in book-mobile fine file	3111	02	0587	333	2	4	1	11
044922	Types or writes information on envelope to route purchase order or other materials in inter-facility mail & sets aside for pickup	3111	02	0184	233	2	4	1	06
045162	Notifies classroom teachers of deadlines for return of films received through inter-lib. loan	3113	03	0224	223	2	4	1	11
045422	Retrieves from files original order forms when jobber's invoice arrives	3113	02	0287	233	2	4	1	11
046542	Checks out & sets up U self-instructional Cent. tape recorders, film projectors, etc.	3113	03	1115	222	4	4	1	11
047222	Examines for completeness & accuracy completed book order forms received from members in library system	3113	12	0282	333	2	4	1	09
047462	Transmits on proper form to interlib. loan unit all approved requests for interlib. loan	3111	02	0184	233	2	4	1	11
047662	Prepares student response terminals & checks before each classroom test session	3115	12	1185	423	1	4	1	11



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## TASK

048072	Arranges for disposal of surplus books & materials to local lib. or by way of surplus book sales	3225	04	0825	323	3	4	2	11
048122	Types form letters for claiming undelivered magazines	3113	02	0184	334	2	4	1	11
048442	Checks card catalog, shelf, etc. for title upon presentation of book reserve form by pat. & advises accordingly	3111	02	0217	333	3	4	1	11
048912	Constructs posters involving simple lettering, cartoons, etc., for display on ES learning cent. bulletin boards, etc.	2325	11	0424	323	4	4	3	11
049432	Types pockets, cards, etc., from previously supplied information	2111	02	0184	233	1	4	1	11
050532	Types linen strip labels to be placed on waterproof book coverings	3111	02	0184	233	2	4	1	11
051022	Maintains list of titles purchased by acquisition unit & provides monthly report of total orders	3115	03	0384	333	2	4	1	11
051132	Checks LC call numbers against code book prepared by staff when assigning call numbers to new titles	3112	12	0287	434	3	4	1	09
051342	Checks out AV materials to pat.	3111	02	0114	233	1	4	1	11
052462	Retrieves materials in stacks upon request for microfilming	3113	02	0217	433	2	4	1	11
052732	Checks catalogue & shelf list for form of author's name for new fiction titles, & types author card	3112	03	0184	284	2	4	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
052852	Serves on information desk & answers questions regarding assistance & lib. services	2223	07	0428	334	3	4	1	11
053112	Identifies unruly students in ES learning cent., recommends (a) denial of center privilege for stated period, (b) variety of minor punishments	2224	04	0648	484	3	4	1	11
053222	Checks books in processing cent. before packaging & shipping to determine (a) if order is correct (b) if books are properly processed	3113	03	0282	323	3	4	1	11
053332	Sorts & files book order slips after serialization is completed	3111	02	0587	233	2	4	1	11
053592	Operates ditto machine	3111	02	0114	322	2	4	2	11
053772	Checks AV machines & sets aside malfunctioning equip.	3112	12	1184	323	2	4	2	11
055012	Monitors & maintains paper & reproduction supplies for lib. print shop	2222	03	0982	233	3	4	1	11
055162	Searches lib. files for inter-lib. loan requests & finding title in system, completes call slip for titles	3112	02	0587	433	3	4	2	11
056242	Shelves non-fiction materials in mobile unit	3111	02	0287	232	3	4	1	11
056522	Examines data for reproduction of catalog cards & determines (a) whether to multilith cards or (b) photocopy cards	3124	10	0688	334	3	4	1	09
056811	Maintains weekly calendar of events for display in lib. & for publication	3222	02	0524	384	2	4	2	11

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## TASK

057212	Operates addressograph machine to produce required mailing addresses after selecting correct setting	3111	02	0114	222	2	4	1	11
057322	Converts foreign currencies to U.S. dollars on purchase order forms & routes invoices to check-writer for payment	3113	02	0324	433	3	4	1	11
058932	Types catalog cards for new materials received in ES learn. cent.	3111	02	0484	334	2	4	2	06
060832	Logs in date & number of journals, serials subscriptions, etc., received in master file & forwards copy to appropriate branch	3112	02	0124	433	3	4	1	11
061662	Records on charge sheets, checks received from member lib. for titles purchased through lib. system, & sends check to accounting dept.	3111	02	0124	333	2	4	1	11
062532	Checks card catalog for previous listing of new titles & finding new title present, writes necessary data for processing of titles	3112	03	0484	334	3	4	1	11
062612	Performs minor maintenance on print shop machines such as mimeograph machine, multilith machine, typesetting machine, etc.	3115	02	1183	323	2	4	1	11
062722	Computes monthly report of fine income by using adding machine (or hand count) from monthly cumulative list	3111	02	0384	233	2	4	1	11
063712	Makes corrections on typed copy as directed by proofreader	2125	03	0114	334	2	4	1	11
064342	Maintains file of book cards by school for materials checked out by children from ES mobile unit	3111	02	0587	333	2	4	1	11
065342	Processes renewal requests by (a) checking to see if title is on reserve (b) checking date due to determine whether pat. has exceeded allowed time & if not, stamps new date due on book card	3113	02	0214	323	2	4	1	11

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## TASK

066622	Types from prepared draft information on purchase order form & gives completed form to supervisor for inspection	3111	02	0114	334	2	4	2	11
068622	Examines for completeness orders for titles & AV materials from K-8 sch. lib. & transmits to secretary for typing of purchase order	3113	03	0225	333	2	4	1	09
068862	Checks to determine if title requested by pat. on reserve order form is (a) in circulation (b) in stacks (c) elsewhere	3112	03	0517	333	2	4	1	11
069222	Completes billing for titles in processing cent. by adding processing costs & transmitting invoice to bookkeeping unit	3111	02	0324	333	2	4	1	11
069422	Checks foreign invoice against dollar conversion tables to verify vender's bill	3113	12	0484	223	2	4	1	11
069561	Checks against original order form & approves for mailing, all materials to be sent to system members	3213	12	0285	323	2	4	1	09
070262	Serves on information desk of lib. & guides pats. to depts. & other locations where required services can be provided	2123	03	0428	324	2	4	1	11
070892	Operates switchboard in student information cent.	3111	02	1124	223	2	4	1	11
071772	Checks equip. in HS media cent. to determine if operating properly	3112	02	1184	324	2	4	2	11
072322	Checks order files & catalog files to determine if ordered title is a reorder & if so, notes on order form	3113	02	0187	423	3	4	1	11
072472	Checks for indexing, spine labeling, card pockets, & color bound volumes of journals received from bindery and shelves	3113	02	0257	334	3	4	2	11

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## TASK

072862	Maintains files of all books requested through interlib. loan	3111	02	0587	333	2	4	1	11
073672	performs minor maintenance on art prints by touching up frames and cleaning prints	3225	03	1183	227	2	4	2	11
073932	Types shelf list card for non-fiction titles	3111	02	0184	334	2	4	1	06
074032	Checks general catalog for new book orders received & if in collection, records call number on order form	3111	12	0187	434	3	4	1	11
074122	Selects form letter to be sent to jobber upon receipt of incorrect order	3114	03	0225	324	3	4	1	09
074432	Prepares shelf list of new titles, etc. & submits to supervisor for checking	3112	02	0114	233	2	4	1	11
074742	Places requested titles on reserve desk in ES learning cent.	2122	03	0511	233	2	4	2	11
074942	Locates book card for book already in circulation and attaches reserve order form completed by patron	3111	02	0517	333	2	4	1	11
075122	Reviews order forms from pat. & checks to see if title is on order, if title has been purchased & is on file, & whether information supplied on order form is complete	3113	02	0217	333	2	4	2	09
075662	Maintains separate files of charges for member lib. in lib. system	3111	02	0587	333	2	4	1	11
075722	Records on copy of patron's bill receipt of payment for damaged, lost, or destroyed titles & forwards money for deposit	3112	02	0124	233	2	4	1	11



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## TASK

076122	Constructs non-purchasable materials such as scrap books, posters, etc. for display in library	2325	11	0424	323	4	4	3	11
076222	Sends upon instruction, rejected titles to jobber &/or publisher with completed form letter summarizing information on rejected titles	3113	03	0414	234	2	4	1	11
076762	Scores (using key) standard tests completed by students in CC LL	3111	02	0224	233	1	4	1	09
077012	Maintains mailing list for lib. bulletin	3111	02	0587	233	2	4	1	11
078442	Arranges titles by call number & places on book cart	3111	02	0587	333	2	4	1	11
078812	Maintains director's appointment calendar	2125	03	0724	334	2	4	1	11
079171	Maintains chronological lists of expenditures for AV equipment & materials in AV unit	3112	02	0587	333	2	4	1	11
080342	Types multicopy form to instruct shipping to mail AV materials to pats. requesting the materials	3111	02	0124	334	2	4	2	11
080412	Introduces faculty to students in ULL	3222	05	0728	284	4	4	1	11
080622	Types form letters to jobbers requesting explanation of overdue book orders	3113	02	0184	334	2	4	1	11
080762	Searches stacks for titles requested in interlib. loan	3113	03	0287	433	1	4	1	11

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## TASK

081362	Decides whether to (a) display material or (b) attempt to find the owner in other ways for articles lost or left in lib.	1223	09	0688	323	2	4	1	09
081862	Produces transparencies for classroom teachers involving little or no artwork, using simple tools and office machines	2125	06	0414	333	3	4	2	11
082122	Examines for completeness & accuracy order forms for periodicals received from members in lib. system	3113	12	0282	333	2	4	1	09
082242	Examines and verifies all fine charges in excess of specified amount	3113	03	0384	333	2	4	1	11
082412	Maintains files on all insurance programs for lib.	3112	02	0587	334	2	4	1	11
084062	Notifies pats. by form letter or TWX of availability in time of article requested through interlib. loan	3113	02	0424	233	2	4	1	11
084232	Searches card catalogues & order files to ascertain if titles received under examination plan are in collection or on order	3112	03	0287	334	3	4	1	11
084442	Maintains list by author & title of titles purchased by system	3112	02	0587	383	2	4	1	11
085672	Maintains inventory of TV equip. in RMC	3112	02	0587	333	3	4	5	11
086532	Inventories cataloging dept. supplies biannually	3122	02	0382	333	4	4	3	11
086712	Maintains office supplies for unit	2222	03	0985	233	3	4	1	11

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## TASK

086872	Stamps titles withdrawn from circulation & pulls & destroys catalog cards	3112	02	0287	433	3	4	1	11
087572	Maintains inventory of equip. and materials in MS radio media cent.	3112	02	0587	333	3	4	1	11
088522	Prepares purchase orders	3113	02	0784	334	4	4	1	11
088622	Sends to branches list of journals for which subscriptions are about to expire & solicits recommendations for renewal or termination	3113	03	0124	323	2	4	2	11
089612	Maintains discipline in ES learning cent.	2224	04	0648	484	3	4	1	10
090522	Examines & test operates new AV equip. to insure proper functioning	3113	12	1184	324	2	4	2	11
091462	Arranges with media cent. for AV equip. to be used in university level classes	3113	03	0814	224	2	4	1	11
092432	Checks new titles & accompanying cards, initials control card & routes to processing	3111	02	0225	283	2	4	1	11
093011	Assigns staff to specific housekeeping duties in branch lib.--arranging tables & chairs, dusting, etc.	2222	04	0848	383	4	4	1	10
093362	Connects telephone to tape deck upon request by students to receive taped materials by telephone	2113	01	1114	383	1	4	1	11
093442	Reads shelves in ES mobile unit & rearranges titles out of order	3111	03	0287	333	1	4	1	11

SE NO.	1	2	3	4	5	6	7	8	9
TASK									
93862	Maintains schedules for use of AV equipment & materials in ES learning cent.	3212	04	0847	333	4	4	2	09
94762	Locates equip. and materials upon request in ES learning cent.	3123	03	0517	433	2	4	2	11
94942	Oversees distribution & return of films ordered from rental service by teachers	3123	03	0714	424	3	4	1	11
95062	Orders books from interlib. loan on basis of user requests in hospital	3113	02	0717	233	2	4	1	11
95262	Monitors student response terminals & when problems occur (a) notifies instructor of inoperable equip. & (b) notifies supervisor who arranges for service call	3113	03	0222	323	2	4	7	11
95342	Types upon request by pat. list of all materials checked out to pat. and posts	3113	02	0124	334	2	4	2	11
95632	Corrects or reruns card sets upon notification of problem cards from batching	2111	12	0114	333	2	4	1	11
95842	Files AV materials returned by pat.	3113	02	0587	333	2	4	1	11
96142	Operates electric cash register	3111	02	0314	332	2	4	1	11
96471	Maintains files of requisition for AV materials in college RMC	3111	02	0587	333	2	4	1	11
97162	Assigns borrower's number to all new requests for interlib. loan materials	3111	02	0187	233	2	4	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
097422	Maintains files of completed order forms	3111	02	0587	333	2	4	1	11
100162	Takes pictures to be produced into 3 x 4 slides using appropriate camera equip.	3112	02	0484	323	2	4	1	11
100312	Maintains equip. inventory for lib.	3112	02	0587	333	3	4	7	11
102262	Locates reserve book upon presentation by pat. of postcard received from lib.	2113	02	0217	323	2	4	1	11
102672	Types maintenance purchase order	3111	03	0114	333	2	4	2	11
102961	Conducts annual demonstration for teachers in use of AV equip. in ES learn. cent.	3115	03	0654	324	4	4	3	11
103372	Collects quarterly unbound issues of journals, sends to bindery with specific instructions as to color, label, etc.	3112	03	0525	283	2	4	2	11
103762	Locates AV materials required by JHC students and gives to students upon assurance checkout list has been signed.	3113	02	0217	333	3	4	1	11
104822	Maintains alphabetical file of cards for all subscriptions indicating beginning subscription date, title, & number of copies received	3111	02	0587	323	2	4	1	11
105812	Types mimeograph stencils	2111	03	0184	234	2	4	2	06
106431	Identifies fields & types code numbers for keypunching on book slip accompanying non-fiction titles	3111	02	0184	233	1	4	1	11



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## TASK

106622	Types form letters & envelopes to accompany order cards to jobbers & publishers	3111	02	0184	334	2	4	1	11
107142	Computes fine on overdue books, completes fine form, and routes to billing	3111	02	0324	333	2	4	1	11
107372	Maintains inventory of video tapes & films in RMC	3112	02	0587	333	3	4	1	11
107422	Files copies of completed order forms	3111	02	0587	233	2	4	1	11
107612	Prepares purchase orders for paper & reproduction supplies & submits to supervisor	3112	02	0125	334	3	4	1	11
108262	Produces punched tape of classroom test data to be transmitted to computer	3111	12	0184	333	1	4	3	11
109122	Transcribes author & publication data to request forms from standard tools summarizing & reviewing new titles	3111	02	0184	333	1	4	1	11
109312	Types mailing labels for member libs.	3111	02	0184	233	2	4	1	06
109712	Makes corrections on typed stencils as directed by proof-reader	3115	03	0114	334	2	4	1	11
111412	Operates envelope stuffing machine	3111	02	1114	222	2	4	1	11
111551	Refers pat. to appropriate persons in the lib. to answer specialized questions beyond own knowledge	3223	05	0628	233	4	4	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
111932	Writes classification number & other information on designated page of new title	2111	02	0184	233	1	4	1	11
112142	Locates pat. registration card in bill file upon request from pat. to pay bill, computes total fine, and collects money	3113	02	0317	333	2	4	1	11
113412	Notifies payroll clerk when employees should be charged debit time	3113	03	0324	333	2	4	1	11
113792	Operates keypunch machine	3112	02	0184	233	1	4	1	11
115012	Types multilith masters	2111	03	0184	234	2	4	2	06
115812	Operates checkwriting machine	3111	03	0114	333	1	4	1	11
116262	Maintains Rol-O-Dex Index of each discipline in ES	3112	02	0587	333	3	4	1	11
116342	Sorts & counts book cards daily & compiles circulation record	3111	02	0581	233	2	4	1	11
117132	Types information for new fiction titles on book pocket	3111	02	0184	234	1	4	1	06
118941	Supervises & directs activities of student aides in delivering materials to classrooms and/or collecting materials from classrooms in HS RMC	3225	04	0845	333	4	4	1	09
119442	Completes & sends form to classroom teacher requesting assistance in obtaining overdue books from children	3113	02	0424	333	2	4	1	11

CASE NO.

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2 3 4 5 6 7 8 9

## TASK

120162	Maintains card index of AV materials	3112	02	0587	333	3	4	1	11
120362	Checks with supervisor regarding specific photocopy limits for system members	2113	03	0228	233	2	4	1	11
120732	Computes rental rates on order forms for rented equip. & materials	3113	02	0324	333	2	4	1	11
121021	Schedules jobbers to display & demonstrate AV equip. for staff eval.	2222	03	0817	213	2	4	2	11
122172	Maintains newspaper clipping file of lib. publicity	3223	02	0587	223	2	4	1	11
122372	Participates in "shelf reading" by examining shelves to determine if titles are properly placed & carded	3111	03	0287	333	1	4	1	11
122762	Examines calendar noting date due for interlib. loan materials & telephones or sends form letter to pat. requesting return of materials	3113	02	0224	233	2	4	1	11
123442	Checks stacks in search of overdue titles	3111	02	0287	233	2	4	1	11
124232	Types identification material & places on new nonprint materials as instructed	3111	02	0184	234	2	4	1	06
125842	Serves on circulation desk & files book cards of checked out books alphabetically by author in ward file in hospital	3111	03	0587	383	2	4	1	11
126232	Files, following completion of cataloging, original LC cards & paper tapes	3111	02	0587	333	2	4	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
126412	Makes posters & other materials for display on ES learn. cent. bulletin boards, frequently involving art work, copying, & enlarging comic strip characters	1325	11	0424	323	7	4	3	11
126542	Maintains file of missing issues of journals & periodicals	3111	02	0587	323	2	4	1	11
126862	Supervises by close monitoring children shelving books in ES lib.	3213	04	0847	383	4	4	1	11
127112	Conducts typing tests of clerical applicants & forwards results	3113	02	0842	334	2	4	1	11
127722	Checks for LC number on titles not in master file in microforms index & pulls card	3112	02	0287	333	3	4	1	11
128032	Organizes by priority new titles received for cataloging before proceeding with review	3113	03	0985	383	3	4	1	09
128162	Makes puppets & other simple toys out of paper sacks & inexpensive materials as giveaway gifts for pre-school children's prizes at story hour	1325	01	1124	323	3	4	1	11
128442	Sends form letter to patrons with overdue bills	3113	02	0184	334	2	4	1	11
128962	Computes postage & insurance rates (using standard tables) required for all materials to be sent out via interlib. loan	3111	02	0384	333	2	4	1	11
129422	Compares catalogs against standard collection-building tools and notes titles not in collection.	3122	03	0285	334	3	4	1	11
129942	Provides information to supervisor to enable supervisor to make personal telephone calls to patrons with overdue titles	2122	03	0215	234	3	4	1	09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
130032	Copies, by writing, new book cards, pockets, etc.	3111	02	0184	233	2	4	1	11
130512	Maintains scrapbook files of all printing, produced in print shop	3113	02	0587	323	2	4	1	11
130732	Checks cards received from Central Catalog service against Card Catalog & notifies supervisor if title is in system	3113	02	0287	333	3	4	1	09
131362	Completes & sends form to classroom teacher indicating film requested from interlib. loan has arrived	3123	03	0725	313	2	4	1	11
131542	Examines for completeness, reserve form presented by pat. & quizzes pat. for information not provided	3112	02	0624	334	2	4	1	11
131912	Operates mailing machine to affix proper postage to pieces of mail.	3112	12	0314	232	2	4	1	11
132012	Selects envelope size and/or labels needed to prepare for mailings as requested	2124	03	0215	322	3	4	1	11
133162	Writes order forms for search information for titles requested through interlib. loan	3113	02	0114	323	2	4	1	11
133312	Maintains mailing list by producing address plates on addressograph machines	3111	02	0184	233	1	4	1	11
133612	Operates multilith machine to produce copies from masters	3111	02	0114	322	2	4	2	11
133832	Operates FLEXOWRITER machine to produce catalog cards from tapes	3111	02	0184	233	1	4	1	11



CASE NO.

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## TASK

135022	Types ownership labels for AV materials	3111	02	0184	233	2	4	1	06
135242	Types cards with identifying information such as name of lib., title, author, call number, pat. name, date due, etc., for inter-lib. loan title received from another lib.	3113	02	0184	334	1	4	1	11
135432	Codes manuscript card for printer & routes card to editor for checking	3111	02	0124	233	1	4	1	11
135572	Conducts inventories	3112	02	0384	333	3	4	7	11
136442	Searches for correct book card of title presented by pat. for checkout in which incorrect book card has been placed previously	3115	01	0217	333	3	4	1	11
136632	Compares LC proof slip with title page of non-fiction title & types descriptive cataloguing information on book slip	3111	02	0184	233	2	4	2	11
137412	Maintains files of multilith masters and stencils.	3111	02	0587	323	2	4	1	11
137661	Maintains talking book lib. & distributes books on basis of requests	3112	03	0817	333	3	4	1	11
137742	Estimates number of date-due cards needed for next day	3223	10	0985	333	4	4	1	10
137932	Types author & subject cards from LC cards for titles to be included in university popular reading room	3111	02	0484	234	1	4	1	11
138032	Types spine labels for new books copying from written forms	3111	02	0184	333	2	4	1	06

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
138822	Completes order card consisting of author, publisher, & other data for titles to be included in consideration file	3111	02	0184	334	2	4	1	11
139222	Files approved copy of purchase orders.	3113	02	0587	333	1	4	1	11
139562	Operates microfilm machine to produce microfilmed materials, newspapers, reports, etc.	3113	02	0184	312	1	4	1	06
139722	Prepares book order form for mailing; if order must be prepared, sends to billing for payment	3115	06	0425	333	2	4	1	11
140712	Collects & maintains file of salary schedules in other lib. to incorporate in annual budget submission	3222	02	0587	334	3	4	1	11
141362	Instructs individuals & groups of ES students in operation of AV equip.	3115	07	0454	424	2	4	3	11
141871	Maintains inventory of AV equip. in dept.	3112	02	0587	333	2	4	1	11
141962	Types form letter for principal's signature to notify parents of children with overdue books	3112	03	0414	334	2	4	1	06
142142	Marks with identification symbol book cards for titles in circulation for which a reserve order has been received	3113	02	0184	333	2	4	1	11
142761	Constructs felt images of animals, cartoon characters, etc. and other objects for use on flannel board	1325	01	0924	323	3	4	1	11
142912	Maintains consumable supplies for lib. AV department	2222	03	0982	233	2	4	1	11

CASE NO.

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## TASK

143762	Assists children (K-2) in literature search in sch. lib.	3325	05	0557	433	3	4	1	11
143872	Examines files of order slips, purchase orders, & other materials & discards files six months old or more	3211	02	0287	323	2	4	1	11
144212	Maintains maintenance records of lib. facilities	3112	02	0587	223	2	4	1	11
144342	Notifies circulation dept. of damaged AV materials not paid for by pat.	3113	03	0228	233	2	4	1	09
145092	Operates paging system	3113	03	0424	383	2	4	1	11
145422	Files in consideration file suggestions from teachers for purchase of new AV equip. & materials	3113	02	0517	283	1	4	1	11
14572	Prepares purchase orders for titles to be sent to bindery	3112	03	0124	334	2	4	2	11
145812	Keeps time & leave data for staff by maintaining daily entries of hours worked, leave status, etc.	3112	02	0327	333	1	4	1	11
146142	Writes letters over signature of supervisor to go to patrons with overdue titles	3224	09	0724	334	6	4	4	11
146432	Maintains current card file of magazine & newspaper subscriptions & logs issues as received	3111	02	0587	223	2	4	1	11
146722	Types book order forms for titles reviewed under examination plan	3111	02	0184	334	1	4	2	11

CASE NO.

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## TASK

147532	Processes art prints & films by assigning accession numbers	3111	02	0585	333	2	4	1	11
147842	Types new patron's name and other identifying information on cards	3113	02	0124	234	1	4	1	11
148242	Files typed cards for interlib. loan materials in interlib. loan file	3111	02	0587	333	2	4	1	11
148442	Fills out receipt for pat. upon payment of fine attaches second copy to paid bill, and routes to billing	3113	02	0124	232	2	4	1	11
148732	Types paper labels for non- waterproof book coverings	3111	02	0884	233	2	4	1	10
149272	Gathers & collates monographic materials for binding & prepares instruction form for each group of materials	2125	03	0241	334	2	4	2	11
149722	Checks invoice vouchers for mathematical errors before sending to supervisor for approval	2121	03	0282	333	2	4	1	11
150232	Types purchase orders for titles to be purchased & sends to jobber	3111	02	0124	334	2	4	2	11
150532	Types cards for catalog upon receipt of book processing form which describes steps	3111	02	0184	233	2	4	1	11
151762	Conducts book reading sessions with K-1 children in sch. lib.	3125	07	0438	233	3	4	2	11
151941	Inspects (by reading) all new application cards for complete & accurate information	3112	12	0282	334	3	4	1	09

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
152442	Examines book card & pocket information to be sure both match before checking out books to patrons	3111	02	0282	233	1	4	1	09
153532	Locates master file catalog sets upon notification of errors in card sets & gives to reproduction for correction in processing cent.	3111	02	0527	323	2	4	1	11
153822	Places microform card on micro-reader & records appropriate cataloging data	3112	02	0184	323	2	4	1	11
154112	Maintains quiet in the lib. by reminding pat. of lib. rules	2215	03	0448	383	3	4	1	11
155042	Locates book card by due date for returned titles, checks card against book pocket information, and places card in book pocket	3111	02	0287	333	3	4	1	11
155472	Stores recorder tape recordings and video tapes in HS media center	3112	02	0587	333	2	4	1	11
155742	Sorts titles returned to circulation desk by division, subject, etc., and sets aside for later shelving	3111	02	0587	233	1	4	1	11
156762	Records all rental orders & amounts by order number in order book as instructed	3111	02	0114	333	1	4	1	11
157342	Verifies printouts of overdue titles & follows up	3115	03	0724	334	3	4	1	11
157446	Notifies cataloging dept. of lost titles by completing simple form instructing cataloging to remove titles from files	3113	02	0424	233	1	4	1	11
157722	Completes & forwards purchase order for new books & materials to sch. business office for formal approval	3111	02	0425	334	2	4	1	11



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
158211	Maintains & updates scrap book on weekly column in newspapers, feature stories on lib. in newspapers, press releases, & materials referring directly or indirectly to lib.	3222	03	0587	384	4	4	1	11
158612	Prepares deposit slips for cash received weekly from branch libs.	3115	02	0384	333	1	4	1	11
158922	Checks received materials against packing slip, initials packing slip & sends to billing	3113	02	0224	323	3	4	1	11
159022	Checks order files to ascertain whether new title requested on order slip is on order	3111	02	0287	233	2	4	1	11
159142	Shelves titles (fiction, non-fiction, & journals) in lib. stacks employing Dewey Decimal System	3213	12	0287	333	2	4	1	05
159722	Examines teacher approval forms presented by college students for consumable AV materials & supplies	3113	02	0217	333	2	4	1	09
160632	Searches stacks for titles upon receipt of call slips	3111	02	0217	333	2	4	1	11
161441	Completes & mails postcards notifying pat. of titles overdue from bookmobile	3113	02	0424	233	2	4	1	11

## ITEM 5 - ELEVEN TO TWELVE YEARS

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
000422	Compares dealer's statements claiming nonreceipt of payment against lib. records to determine if invoice has been paid &/or requests evidence of payment from branch or system lib. & budget office	3125	03	0227	434	3	5	2	11
000612	Prepares for board review & eventual approval (or disapproval) all bills due & accumulated for past month	2115	03	0725	434	3	5	1	11
000831	Checks standard tools for cataloging information for titles on which no LC card is available	3112	02	0587	435	4	5	1	11
000942	Processes interlib. loan application for titles requested to be placed on reserve & not in lib. or on order	3112	03	0414	434	3	5	2	11
001022	Writes for typist information for books, materials, & other requests to be ordered on purchase order form	3115	02	0745	334	4	5	1	11
001162	Relays instructions for a classroom test to computer terminal via telephone & teletype machine	3115	12	0484	334	1	5	1	11
001322	Examines & signs typed purchase orders & transmits to purchasing office.	3111	12	0625	334	2	5	1	09
001662	Approves interlib. loan orders for materials to leave unit	3124	04	0625	525	5	5	1	09
002842	Determines title under search is lost & starts process of notifying catalog dept. to remove cards from catalog	3124	10	0628	434	3	5	1	09
003162	Locates title requested by pat. in scientific lib., pulls cards and mails	2115	03	0517	334	3	5	2	11
003212	Deposits all income for lib. in appropriate accounts	3115	02	0384	334	2	5	2	11

CASE NO.

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2 3 4 5 6 7 8 9

## TASK

004142	Instructs clerk to prepare form letter to be sent out over principal's signature to parents of children who fail to return materials to learning cent.	3123	04	0448	424	4	5	1	09
005112	Codes returned questionnaires for data processing	2112	03	0184	324	1	5	1	11
006012	Determines method of reproduction (photocopy, multility, etc.) for materials to be reproduced	3224	04	0688	434	4	5	1	09
006112	Supervises petty cash fund for public lib.	3114	09	0344	334	2	5	1	11
007072	Conducts informal inventory by walking about building & examining operation of AV equip.	3224	10	0682	483	3	5	2	11
007211	Serves as stenographer to director of hospital lib.	3225	03	0814	334	4	5	4	11
008422	Requests typist to prepare purchase orders for tape discs, records, & other materials needed for HS radio station	3124	04	0948	434	4	5	1	10
008522	Requests immediate supervisor's approval before ordering titles of unusual expense or questionable content for adult lib.	2214	03	0628	334	3	5	1	11
009762	Explains computer printout of test results to college instructor	3115	07	0658	444	4	5	2	11
009952	Produces annually list of serial & journal subscriptions held by lib.	3115	03	0787	434	4	5	2	11
010512	Establishes subject matter & departmental priorities for use of AV equip. in university activities	3224	09	0845	524	5	5	1	10

CASE NO.

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2 3 4 5 6 7 8 9

## TASK

010662	Maintains file for all titles circulating in interlib. loan	3111	02	0587	433	3	5	1	11
011661	Evaluates subject requests from lib. system member & instructs either in writing or verbally to process request	3213	04	0845	434	4	5	1	09
012142	Reviews completed applications for lib. cards & determines whether to issue card on the basis of information on the application forms	3114	10	0685	324	4	5	1	09
014311	Maintains a chronological list of expenditures by category & cost items & keeps running total on entire list	3112	02	0384	443	2	5	2	11
015841	Responds to complaints for non-delivery of reserve books by checking for reasons & relaying same to pat.	3223	08	0647	524	4	5	1	11
016132	Checks standard tools for data & information to complete cards in new titles	3212	02	0587	344	3	5	1	11
016511	Confers by telephone & in person with placement & employment agencies regarding personnel needs of lib.	3215	02	0924	334	4	5	2	11
016822	Prepares letter to jobber describing nature of incorrect order & action lib. wishes to take	3124	07	0425	434	4	5	1	10
017612	Approves maintenance agreements on equip. leased & owned by lib	3224	10	0648	444	4	5	2	11
018792	Operates TWX machine with dataphone attachment	3113	02	0124	334	2	5	1	11
018961	Teaches HS students to operate video recorder system	3115	07	0454	434	5	5	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
019121	Schedules showing dates for pre-views of films at U	3222	04	0825	333	4	5	1	11
019212	Explains operation of ULL to faculty members	3125	07	0658	424	5	5	1	11
019512	Types final copy of manuscripts from edited drafts received from director	3115	03	0114	334	2	5	3	11
019812	Sorts daily mail into stacks, one requiring immediate attention of staff, & another of lesser importance	2221	02	0185	384	2	5	1	10
020022	Maintains charge sheet (list of titles by price & dept.) for orders	3112	02	0384	334	2	5	2	11
020161	Sorts all mail, telephone, & TWX requests for interlib. loan & assigns to appropriate staff	3224	04	0845	434	4	5	1	11
020612	Takes dictation from supervisor using shorthand, note-hand, etc.	3115	03	0414	334	1	5	2	11
020942	Telephones pat. with overdue books (after fourth postcard notice)	3113	05	0424	224	4	5	1	11
021791	Attends in-service training programs for self improvement & professional purposes	3325	09	0928	435	5	5	4	08
022912	Allocates & schedules scarce equip. & materials in AV cent.	3214	04	0947	324	4	5	1	10
023212	Supervises special mailings, such as notice of library week activities	3225	04	0848	334	4	5	1	11

CASE NO.

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2 3 4 5 6 7 8 9

## TASK

023521	Reconciles lib. cataloging procedures to data on prepared catalog cards	3112	03	0484	334	3	5	1	11
024412	Identifies students in ES learn. cent. who are providing less than minimum required services	3224	10	0628	384	3	5	2	11
025661	Coordinates use of AV equip., including video system, projectors, tape recorders, etc., in HS	3222	04	0847	334	4	5	7	09
026511	Rearranges schedules during illnesses or absences of clerical staff using clerks from smaller work-load branches to fill in at heavy load areas for scientific lib. system	3223	04	0845	434	4	5	2	10
026742	Telephones staff members in special lib. who do not respond to written request to return overdue titles	3113	05	0834	334	4	5	1	11
028212	Approves (by initialing) weekly time cards for classified staff employees	3111	12	0645	433	4	5	1	11
028411	Directs transfer of titles from one lib., branch, dept., etc. to another	2113	04	0841	434	4	5	4	11
029522	Gives typist information to type order slips for purchase of new titles	3115	04	0745	434	4	5	1	11
029622	Compares prepared catalog cards received with new copies of titles, serials, or volumes against card catalog	3113	02	0287	334	2	5	1	11
030182	Schedules maintenance & construction activities with college building & grounds dept.	3225	04	0824	324	3	5	2	11
030682	Coordinates and supervises rearrangements of physical facilities in lib.	3224	09	0845	424	4	5	2	11



CASE NO.

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2 3 4 5 6 7 8 9

## TASK

032061	Determines upon receipt of order for periodical or article (a) periodical be sent to pat. <u>via</u> system member (b) request be made to resource center (c) order form is incomplete (d) order form be returned for additional information	3324	10	0688	434	3	5	1	09
032412	Writes for copyright clearance for reproduction of copyrighted publications upon request from supervisor or outside community groups	3113	03	0424	335	3	5	2	10
032612	Maintains personnel files for lib. as required by U. S. Government	3115	12	0584	334	2	5	2	11
032712	Checks hourly time cards of staff & corrects & rectifies discrepancies	3115	02	0248	344	3	5	1	11
032812	Conducts interviews with clerical applicants, & relays conclusions and recommendations to personnel office	3224	09	0628	334	6	5	2	11
033512	Maintains daily, weekly, monthly, & quarterly statistical records of participation in U instructional LL	3115	03	0384	333	2	5	2	11
034012	Sends verified accounts payable to director for approval & answers questions or provides explanations when requested	2125	10	0755	354	2	5	2	11
034212	Controls keys to check-writing machine	3114	02	0648	413	4	5	1	10
034442	Participates in on-the-job training & formal U course in cataloging & lib. procedures	2215	11	0628	444	3	5	4	11
036011	Supervises duplications, photocopying, etc., produced by copying dept.	3225	04	0842	324	4	5	1	11
036722	Assigns budget account numbers for all new orders	3113	03	0584	444	2	5	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
038612	Plans weekly work schedules for part-time clerical staff	3224	04	0944	324	4	5	2	11
038722	Verifies typed order slips before they are routed to purchasing	3112	02	0225	334	2	5	1	09
039112	Explains record-keeping procedures to students in ULL	3115	07	0458	334	4	5	2	11
039411	Writes rough reports & gathers materials for public relations specialists to produce releases, publicity, etc. regarding lib. programs	2224	09	0725	434	4	5	2	11
040412	Types materials received from supervisor <u>via</u> hand-written forms, memos, or dictation equip.	3112	03	0114	334	2	5	2	11
040822	Verifies new titles received & instructs clerk to destroy original order slip	3123	04	0445	424	4	5	1	10
041072	Prepares a list of titles to be discarded & submits same to dept. heads for review, criticism, and comments	2224	10	0725	435	3	5	3	11
041562	Maintains secured shelf list of rare, expensive, &/or controversial titles & circulates after assessment of patrons	3222	09	0922	435	5	5	1	11
044481	Reviews physical plant & when appropriate requests maintenance services	3224	10	0622	324	6	5	1	11
045042	Authorizes the mailing of overdue notices to patrons	3113	04	0648	334	4	5	1	09
045362	Instructs children in grades 2-5 to operate such AV equip. as film projectors, tape recorders, etc.	3115	07	0454	424	5	5	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
045612	Supervises, controls, and monitors personal book purchases by staff	3113	02	1158	343	3	5	1	09
046262	Requests resource center to send TWX inquiry for titles not available in lib. requested through interlib. loan	3122	04	0648	384	3	5	1	10
047042	Supervises form letter process to pat. with overdue titles	3224	04	0848	334	4	5	1	09
047332	Decides to hold or perform original cataloging for new non-fiction titles for which LC proof slip is available	3224	10	0688	434	4	5	2	09
047712	Supervises foremen of custodial staff	3225	04	0848	434	4	5	7	11
048522	Verifies data on order forms by checking verification sources	3115	12	0287	434	3	5	1	11
049732	Telephones for biographical data authors not established in official card catalog	3213	03	0524	325	3	5	2	11
050012	Serves as secretary to lib. board meetings & takes minutes for later transcription	2215	03	0414	334	2	5	4	11
050822	Instructs clerk to verify orders received from system members	3223	04	0848	434	4	5	1	09
050922	Selects & revises (if necessary) form letter to jobber or publisher	3124	10	0625	335	3	5	2	09
052062	Provides technical assistance "on floor" of ES learning cent. on basis of student requests & interpretation of student needs	3223	07	0658	444	6	5	2	11

CASE NO.

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2 3 4 5 6 7 8 9

## TASK

052132	Examines for defects microfilmed materials returned from processor by scanning material in microfilm reader	3124	10	0684	384	2	5	1	11
053651	Provides "floor" service in reference techniques, reading, use of vertical files, etc., in ES learning cent.	3223	07	0457	444	4	5	2	11
054131	Classifies fiction titles using Dewey Decimal System	3115	02	0587	434	4	5	1	11
054512	Maintains weekly schedule of students assigned to HS television studio or radio studio & assigns tasks	3225	04	0944	454	4	5	2	11
055711	Draws floor plans of lib. to be posted on each floor to direct pat.	3115	12	0424	444	4	5	3	11
056762	Schedules in-service training of staff in use of new equip. in U AV cent.	3115	04	0844	424	4	5	1	10
058271	Evaluates damaged AV materials & decides (a) local maintenance possible (b) outside maintenance required (c) materials be traded in (d) materials be discarded	3224	10	0684	433	4	5	2	11
059322	Selects jobber or publisher to receive book orders	3122	09	0668	435	5	5	1	11
059742	Determines amount to charge pat. for lost title by (a) consulting tools (b) determining age, approximate condition & replacement costs	3224	10	0327	334	3	5	1	11
060012	Designs page layouts of bulletins for printer	3224	10	0884	445	6	5	3	11
060122	Telephones publishers, jobbers, etc. for orders of unusual expense, rush, etc.	3113	03	0824	334	2	5	1	11

CASE NO.

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## TASK

060331	Checks standard tools for author information, publication data, & price to prepare purchase order for new titles	3112	12	0185	434	3	5	2	11
060612	Reviews mail for RMC and allocates to staff	2224	03	0785	384	2	5	1	09
061022	Determines verification sources to be used in checking completed book order form & instructs clerk	3114	04	0645	434	4	5	1	11
061262	Instructs patients in use of basic catalog system for locating fiction and non-fiction materials	3115	07	0457	434	5	5	2	11
063112	Schedules use of meeting rooms, makes equip. available, provides overall arrangements, etc.	3223	04	0845	334	4	5	2	11
063332	Processes fines in public lib. by notifying patrons or noting amount on postcard to be mailed to patron	3113	02	0124	334	4	5	1	11
064711	Evaluates jobs produced by staff in materials production dept. of college RMC	3224	09	0645	434	6	5	2	10
065552	Provides elementary reference service in hospital patient lib.	3225	07	0657	344	4	5	1	11
065762	Operates motion picture camera at college outdoor functions such as athletic events, etc.	3224	08	0124	324	4	5	5	11
067611	Writes letters of response to applicants for positions in lib.	3123	05	0425	435	4	5	2	10
070612	Produces monthly report summarizing activities of print shop	2224	07	0725	334	3	5	2	11

CASE NO.

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## TASK

071022	Identifies incomplete orders and: (a) writes facts for supervisors (b) prepares credit slip	3114	10	0225	334	2	5	1	11
072632	Compares manuscript card with title page of new title & amends or adds to card according to prescribed instructions	3112	03	0284	334	3	5	2	11
073422	Checks standard tools against list of damaged titles to determine if titles are still available for purchase	3222	03	0287	434	3	5	1	11
074261	Schedules workshops for HS teachers in operation, utilization, & possibilities of AV equipment	3225	04	0844	434	3	5	4	11
074512	Monitors workload of student aides in ES learning cent. lib. & if necessary assists students	3325	04	0848	344	4	5	3	11
074842	Estimates replacement cost of lost books & decides amount to charge children responsible for books lost from ES mobile unit	3223	10	0328	434	3	5	1	11
077162	Selects & orders talking books from interlib. loan on basis of anticipated user interest & on request from patients	3314	09	0625	434	5	5	1	11
078062	Conducts story hour for pre-school children by reading books &/or telling stories & illustrating same with felt images on flannel board, etc.	3324	07	0658	315	3	5	3	11
079042	Examines non-responses to overdue notices & decides whether to call (a) individual, (b) individual's supervisor, (c) immediate supervisor & request follow-up	3223	09	0638	334	4	5	1	11
079221	Submits to supervisor book order forms involving unusual cost, vague & incomplete information, rush requests, etc.	2224	03	0628	334	3	5	1	11
079642	Rearranges material in vertical files to accommodate changing political, social, etc., scene	3114	09	0787	444	3	5	2	11



ASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
79791	Attends college level extension courses for self improvement, works toward an advanced degree in lib. science	2215	11	0628	444	3	5	7	10
80132	Checks card catalog for author's name for new titles	3112	12	0287	434	3	5	2	11
80221	Reviews suggestions in ES learn. cent. from (a) professional journals (b) new titles available (c) teachers (d) staff (e) students for inclusion in consideration file	3324	02	0627	545	3	5	2	11
80862	Instructs children (K-5) in use of card catalog & other lib. techniques in sch. lib.	3115	07	0457	434	5	5	3	11
81661	Provides when requested slides & other materials based on personal experiences & travel	3323	09	0725	444	4	5	2	10
82842	Telephones patrons with overdue titles	3112	03	0424	334	4	5	1	11
83042	Prepares for typist catalog list of AV materials available in learning cent.	3115	03	0185	334	3	5	3	11
83262	Sets aside in K-5 sch. lib., selections relevant to special topics upon request from teachers	2224	10	0725	444	5	5	3	11
86362	Transmits punched tape materials to computer via telephone module	3115	12	0484	334	1	5	2	11
87121	Schedules, reviews, & tests competing AV equip. & recommends to supervisor	3224	10	0682	333	3	5	2	11
87342	Coordinates interlibrary loan of filmstrips & other AV materials with neighboring institutions	2125	03	0827	434	4	5	7	10

CASE NO.

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## TASK

087861	Assists staff in working out job problems for off-campus AV materials production jobs--where to go, what to do, techniques required, etc.	3224	11	0748	334	4	5	2	10
088022	Operates accounting machine to maintain accounts by account number & jobber for U lib. purchase orders	3111	02	0184	343	2	5	1	11
088262	Assists adults in use of catalog system in PL	3113	07	0457	434	4	5	1	11
090112	Approves vacation & leave requests of staff	2214	10	0848	434	4	5	1	09
091071	Notifies serviceman of problems with AV equip. & authorizes repairs	3123	03	0422	434	5	5	2	11
091712	Reconciles lib. bank accounts	3115	12	0384	444	4	5	3	11
092231	Checks shelf list for data for producing preliminary classification cards	3112	03	0587	433	3	5	1	11
092811	Supervises staff in lib. print shop	3225	04	0848	434	4	5	2	11
092922	Screens for appropriateness & files brochures announcing new AV materials for ES	3224	03	0587	434	3	5	2	11
093191	Tests program on IBM System/360 Computer	3115	02	0984	423	1	5	1	11
094332	Accepts new books & authorizes books to be collated	3113	04	0448	424	4	5	1	10

CASE NO.

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## TASK

095152	Serves on information desk & answers simple reference questions from pats.	2223	10	0627	434	4	5	2	11
096012	Types from rough draft agenda prepared by director, for lib. board meeting	3111	03	0114	234	1	5	2	06
096522	Tabulates on machine by totaling (for each budget area) estimated expenditures for new titles for month past.	3115	03	0384	333	4	5	2	11
097842	Drives to address shown on overdue notice to borrower & attempts to obtain overdue materials, fine, or lib. card	2123	05	0434	334	4	5	2	11
098311	Supervises maintenance staff in branch lib. & determines maintenance work (a) can be performed on-site (b) requires off-site assistance & notifies main lib. of the nature of problems	3224	04	0842	434	4	5	1	11
098862	Attempts to determine potential user interest & persuades blind hospital patients to use talking book materials	1324	05	0638	484	4	5	1	11
099032	Consults shelf list in assigning accession numbers	3114	02	0587	433	3	5	1	11
100772	Checks reserve order files & removes AV materials from reserve shelf	3212	03	0685	333	2	5	1	11
101842	Files materials in vertical files using standard tools	3212	02	0587	434	3	5	1	11
103432	Assigns book orders to jobbers by determining the most advantageous process for each order in processing cent.	3224	10	0625	334	4	5	2	11
103912	Assigns student volunteers in ES learning cent.	3325	04	0848	334	4	5	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
104361	Maintains informal record of user interest & stocks book carts accordingly	3324	04	0915	334	4	5	2	11
105631	Checks on publisher ordered catalog cards (a) subject heading against headings used in lib. (b) catalog number against lib. cataloging system, & makes appropriate changes	3115	12	0284	434	4	5	1	11
105742	Checks shelf list against stacks to make sure they correspond	3112	02	0287	433	3	5	1	11
106262	Arranges by telephone & teletype machine for clearance to use computer	2115	03	0424	334	2	5	1	11
108612	Reviews & approves or disapproves travel & expense vouchers received from staff	2114	10	0444	334	5	5	2	11
108852	Provides reference services to adults in PL	3123	07	0657	344	4	5	1	11
109632	Supervises microfilming program in U lib.	3225	04	0844	424	4	5	1	11
110211	Designs placards, handbills, etc. for display in lib.	3324	07	0424	434	4	5	7	11
111011	Provides in-service training for students in operation, maintenance, etc. of AV equip.	3115	07	0854	434	4	5	2	11
111732	Instructs clerk to assign accession numbers to newly classified & processed materials in ES learning center	3115	04	0445	334	4	5	1	10
112711	Checks by telephone or personal letter, references submitted by job applicants	3223	05	0524	335	4	5	2	11

CASE NO.

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## TASK

113172	Conducts annual inventory of materials in ES learning cent. by checking materials on shelf & in circulation against accession list	3112	03	0284	233	2	5	6	09
113232	Writes form letters for bibliographical data to authors not established in official card catalog	3113	03	0424	324	3	5	2	10
114052	Scans community & metropolitan newspapers for articles & information of interest to local community & clips for filing	3324	09	0684	385	4	5	1	11
114112	Provides clerical assistance to faculty members in U LL	2125	03	0515	324	3	5	1	11
114612	Proofreads proofs returned from printer prior to publication of bulletins	3115	12	0285	434	4	5	3	11
114912	Transcribes & types minutes of board meetings from stenographic notes	3115	03	0424	334	2	5	5	11
115122	Approves scheduling test demonstration of AV equip. & materials	3224	04	0848	323	4	5	2	10
115641	Corrects errors on daily "print-out error listing" for circulation dept. by checking printout against original records	3115	02	0287	434	4	5	1	11
116672	Sends to bindery with instructions selected journals & magazines to be bound into annual volumes	3112	04	0744	434	4	5	2	10
117091	Gathers from community sources, cultural events planned for the coming month	3225	05	0524	384	4	5	7	11
118221	Relays to clerk periodical order form with instructions to verify in (a) system catalog (b) headquarters catalog (c) other sources	3223	04	0848	434	4	5	1	09

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
118422	Writes ownership data & replacement costs for typed label for new films, tapes, etc. in AV department	3113	02	0745	334	3	5	1	11
118742	Checks charge records, charts, & other files to trace missing materials after routine checking has been unsuccessful	3125	03	0217	434	3	5	2	11
121171	Makes decisions regarding damaged films: (s) send film for treatment (b) turn in for trade (c) discard (d) repair on-site	3224	10	0684	433	4	5	2	11
122211	Answers processing questions received from system lib. members & refers policy or procedural questions	2224	07	0454	334	5	5	2	11
122672	Describes malfunctioning AV equip. & transmits information for typing	3123	03	0425	434	5	5	2	11
123092	Operates TWX machine by sending & acknowledging receipt of messages	3113	02	0124	334	2	5	1	11
124122	Provides clerk with completed book order form and instructions to determine if title has been ordered or is in the lib. collection	3224	04	0645	424	4	5	1	09
124422	Approves or changes purchase order for AV materials & equip. before submitting to supervisor	3115	02	0685	334	2	5	1	09
124862	Assists students in ES learning cent. to search files for AV materials	3113	07	0517	434	4	5	1	11
124982	Keeps & controls use of keys for all closets, storerooms, etc. containing expensive & fragile equip. used in closed circuit television studio	3124	03	0847	323	4	5	1	10
125122	Writes form letters to jobbers requesting copies of non-delivered journals, periodicals, etc.	3113	02	0424	324	3	5	1	11



CASE NO.

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## TASK

125262	Monitors subsidiary terminal during classroom tests as data is fed to a computer in another city	3115	12	0882	484	2	5	2	11
125462	Gives titles requested in interlib. loan to clerk with instructions for processing	3113	04	0845	434	4	5	1	11
125541	Requests: (a) in person, (b) by telephone, or (c) via transmission of overdue slips, that staff members with overdue titles return same.	3113	05	0834	334	4	5	1	11
126012	Writes all checks for lib.	2111	03	0124	334	2	5	1	11
128771	Determines binding policies & procedures for journals & magazines including color, kind of binding, etc.	3224	10	0985	434	3	5	2	11
129212	Notes & forwards to supervisor work records of staff in terms of leave, sick leave, credit time, debit time, etc.	2112	03	0525	334	2	5	2	11
129811	Screens roster of current employees for possible placement in job openings in PL	3324	09	0648	384	3	5	3	09
130152	Produces as requested special indices	2215	03	0517	434	3	5	3	11
131212	Maintains files for director's office	3115	02	0587	424	2	5	1	11
132851	Prepares upon request list of works by one author	3213	03	0117	434	3	5	3	11
133942	Resolves overdue materials problems such as pat. being charged for titles in stacks	3124	05	0648	434	4	5	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
134012	Trains new clerks in specific tasks in system headquarters book service dept.	3125	07	0654	434	5	5	7	11
134262	Types draft material for inter-lib. distribution as instructed	3111	03	0114	334	2	5	2	06
134422	Examines requests for serial back issues & replacements & orders materials following specific guidelines	3214	10	0685	434	4	5	2	09
134692	Provides rough sketches for memorial plaques	3225	11	0424	434	4	5	3	11
135162	Edits 16mm films	3114	09	0684	424	4	5	3	11
135612	Approves special requests for issues of monthly publications to be mailed	3214	04	0648	434	4	5	1	10
135992	Provides rough sketches for book marts, brochure covers, etc.	3325	11	0424	434	4	5	2	11
139622	Accepts gifts to lib. & transmits to classification for eval. & decisions on whether or not gifts should be included in collection	2223	03	1121	224	3	5	2	07
139932	Prepares cards for new titles by searching for descriptive information in catalog file	3115	02	0187	433	3	5	2	11
140411	Checks applications for employment for correctness & completeness	3113	02	0282	434	4	5	1	09
141181	Develops plans for major renovations in RMC & submits to supervisor	2321	02	0965	643	2	5	6	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
145961	Supervises and monitors HS students operating video recorder system	3125	04	0852	424	5	5	2	11
146021	Reviews new AV equip. to familiarize self with operation to (a) instruct staff & students in operation, (b) perform minor maintenance	1115	02	0684	424	5	5	3	11
146541	Discusses with patrons issues regarding charges against patrons for overdue titles	3123	08	0668	434	6	5	1	11
147662	Operates Sanders 720 reader printer terminal to retrieve reference information from files	3115	03	0514	434	4	5	1	11
148062	Demonstrates to student & faculty use of AV equip. in U lib.	3115	07	0454	424	4	5	2	11
148842	Attempts to trace & locate pat. with overdue books who have left area by calling employers or by deciding whether long distance calls are justified, etc. & follows up accordingly	3225	04	0624	434	4	5	2	11
149342	Authorizes final notice form letters to be mailed to patrons with overdue titles	3113	04	0648	334	4	5	1	09
150861	Instructs students in setting up & operating a variety of reading & teaching machines	3115	07	0454	424	4	5	2	11
150972	Conducts annual inventory of publications & other materials in ES learning cent. in need of binding & other care or maintenance	3224	10	0642	383	3	5	1	09
151122	Instructs secretary to prepare purchase order for AV equip. & materials	3124	04	0948	434	4	5	1	10
151211	Interviews job applicants for public lib.	3224	11	0628	334	6	5	2	11

CASE NO.

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## TASK

153712	Approves totals produced by clerks on weekly cash reports received from branch libs.	3112	12	0344	444	4	5	1	11
154432	Edits all information on LC card & gives to FLEXOWRITER operator who cuts tapes for cards	3115	12	0625	434	4	5	2	11
154632	Prepares for typist, data to be typed on subject, author, & other cards	3113	12	0745	334	3	5	1	11
154862	Arranges staff schedules to insure proper coverage of lib. during evenings, holidays, weekends, etc.	3114	04	0845	334	3	5	1	11
154912	Takes stenographic notes of Board meeting	3215	03	0414	334	1	5	4	11
155192	Types input data for computer using "on-line" keyboard device	3111	12	0184	234	6	5	2	11
155312	Opens & sorts mail delivered to director	2221	02	0584	384	2	5	1	11
155912	Serves as personal secretary to director of lib.	2225	03	0714	334	3	5	7	11
156212	Supervises & assigns staff in circulation dept.	3224	04	0848	434	4	5	1	10
156942	Schedules return appointment to obtain overdue materials not on pat. premises &/or advises pat. of alternative methods for returning overdue materials	3224	09	0828	334	4	5	1	11
157242	Reviews fine records after fourth notice has been sent & decides (a) whether to call pat. on telephone & request book be returned or (b) dispatch messenger to pick up book at pat. home	3224	09	0638	334	4	5	1	11

CASE NO.

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## TASK

157842	Supervises activities at circulation desk & shifts staff depending on pat. traffic & needs	3224	04	0848	434	4	5	1	11
157932	Directs accepted new books to be stamped with school ownership stamp	3115	04	0448	234	4	5	1	10
158362	Explains as requested circulation rules & regulations in lib.	3115	07	0458	434	5	5	2	11
158442	Supervises replacement of books by student aides in JHS learn. cent.: (a) alphabetical, if fiction (b) by approximate call number, if non-fiction	3213	04	0847	334	4	5	2	11
158531	Assigns call numbers to new titles using LC system	3112	12	0587	434	4	5	1	11
159842	Supervises clerks in stacks & determines work assignments based on work flow	3225	04	0848	444	4	5	1	10
160752	Instructs upon request ES students in use of standard reference tools	3115	07	0457	434	4	5	2	11
161522	Requests teachers to provide list of books & materials to be purchased out of annual budget	2222	04	0525	434	4	5	1	10

## ITEM 6 - THIRTEEN TO FIFTEEN YEARS

CASE NO.

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## TASK

000122	Provides quarterly encum- berance reports to dept. within public lib.	3115	03	0324	444	4	6	3	11
000312	Approves cover design & artwork for lib. bulletin	3224	09	0648	485	6	6	3	09
001261	Provides consultant services to faculty on use of AV equip.	3125	07	0654	424	5	6	7	11
002321	Prepares reports for memorial fund book donors	3224	07	0725	435	3	6	1	10
002712	Transmits upon request statisti- cal data & other materials reporting on activities in learning cent.	3225	04	0848	555	4	6	4	09
003312	Explains & answers questions on accounts payable at lib. board meetings	3125	07	0658	455	5	6	1	11
003562	Writes for distribution to pat. materials explaining collection, use, policies, etc. of children's lib.	3225	07	1025	435	6	6	4	10
004021	Selects brands & kinds of AV equip. requested from AV cur- riculum designer	2224	10	0615	455	6	6	5	11
005762	Explains operation of U AV cent. to students, faculty & visitors	3225	06	0444	335	5	6	2	11
006212	Prepares W-2 statements for staff	3115	02	0324	444	3	6	2	11
006562	Instructs children individually & collectively in ES school learning center on use of card catalog system	3115	07	0457	444	5	6	3	11



CASE NO.

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## TASK

007312 Maintains & provides Director  
with a monthly report of  
personnel expenditures

3115 03 0725 455 4 6 4 11

007511 Manages AV center in terms of  
overall technical responsibility

3214 04 0844 444 4 6 7 10

007712 Assigns new employees to pre-  
service training settings &  
monitors training

3324 04 0648 424 5 6 1 11

008642 Notes gaps in journal & perio-  
dical collections & recommends  
to supervisor whether lib.  
should purchase back issues or  
microfilm copies

2224 09 0627 535 6 6 1 09

008921 Decides purchase in college of  
AV equip. less than stated  
amount

3124 09 0985 555 5 6 1 10

009162 Shows film to slum youth in  
lib. & answers questions  
during showing

3225 04 0644 425 6 6 4 11

009361 Conducts group discussions  
with slum youth about films,  
books, etc.

3225 04 0658 536 6 6 2 11

011011 Assigns volunteers in lib &  
monitors progress & activities

3324 04 0848 435 6 6 2 11

011811 Serves as panelist on local  
radio station & discusses lib.  
affairs

3224 07 0655 435 6 6 2 11

012242 Serves on adult circulation desk  
to be available to adult pat. to  
discuss needs

1323 05 0658 455 5 6 2 11

012411 Screens requests for use of lib.  
meeting rooms to determine appro-  
priateness of request

3224 09 0648 424 6 6 2 09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
012742	Writes letters responding to inquiries or complaints regarding services or activities of circulation dept.	3224	11	0625	435	5	6	2	10
013162	Provides assistance to teachers on use of ES learning cent. including availability of equipment, materials, publications, etc.	3223	07	0617	444	4	6	3	10
013341	Selects titles for popular reading room in the university lib.	3324	09	0625	555	6	6	2	09
013811	Supervises clerical & professional employees in lib.	3225	04	0848	435	5	6	7	11
014111	Maintains contact with PL by (a) meeting with director (b) sending list of new acquisitions to PL (c) receiving list of new acquisitions from PL	3325	05	0928	435	6	6	2	11
014612	Allocates staff assignments during work day & in work areas to accommodate client traffic	3324	04	0848	435	6	6	1	09
014932	Examines & checks all titles cataloged by staff	3112	12	0647	544	5	6	1	11
015512	Examines requests from branches for follow-up assistance regarding overdue notices & decides to (a) contact non-responder (b) contact non-responder's supervisor	3324	11	0668	324	4	6	2	10
015621	Reviews all new films before public showing	3224	11	0684	525	6	6	3	11
015911	Contacts community groups, agencies, etc. likely to benefit from mobile service & explains mobile possibilities	3224	07	0934	525	6	6	2	11
017011	Selects theme, display materials, & overall design for display based on seasonal or topical events for lib.	3324	07	0925	435	6	6	4	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
017122	Sets up inventory scheme for controlling equip. in dept.	1124	09	0985	544	7	6	5	10
018311	Arranges space & time in scientific lib. for catalog dept. to reprocess titles weeded from branch collections.	3224	04	0845	435	5	6	2	10
018432	Checks LC cards for new titles against main catalog file & shelf list & modifies LC cards according to lib. procedure	3115	03	0287	435	5	6	1	11
018531	Checks catalog card against Cutter catalog & assigns Cutter number	3115	12	0587	435	4	6	2	11
018611	Writes manuals & instructions for operating FLEXOWPITER machines & keypunch machines	3124	10	0785	435	5	6	5	11
019611	Develops forms & procedures for operating film rental service	3224	10	0925	534	6	6	4	11
019911	Schedules & assigns priorities for maintenance, technical, physical & other problems requiring assistance & attention	3224	04	0845	545	6	6	7	11
021261	Teaches students in radio & television studio to cue up tape recordings, disc recordings, & other sound effects	3115	07	0454	434	5	6	2	11
021611	Determines timing on records & files to be maintained or destroyed by HS learning cent.	1224	10	0945	544	8	6	2	10
022062	Prepares special book lists from original sources for committee meetings upon request	3223	10	0615	435	5	6	3	09
022111	Prepares reports on circulation procedures & matters relating to operation of RMC & transmits to principal and/or superintendent	2224	07	1025	455	6	6	3	09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
022312	Participates in HS learning cent. open house with parents & explains overall lib. problems, procedures & goals	3225	07	0458	535	5	6	2	11
022421	Evaluates written order slips to determine appropriateness of order	3224	09	0628	435	5	6	1	09
022732	Verifies by research, identity of new author when author card is not in catalog & types author card according to format noting reference sources used in verification	3114	10	0687	435	5	6	3	11
022841	Evaluates usage patterns of films on lease or rental & decides whether to continue or discontinue renting or leasing arrangements or to purchase films	3224	10	0622	435	6	6	2	09
023181	Establishes maintenance guidelines & procedures for equip. in U AV cent.	3224	10	0845	435	5	6	5	11
024511	Writes advertising copy seeking new staff members for publication in professional journals	3224	07	0725	435	6	6	3	11
026111	Reduces statistical & quantitative data to graphic form	3112	03	0484	454	5	6	3	11
026232	Classifies monographs in public lib.	3114	02	0587	435	5	6	1	09
027311	Supervises technical & clerical staff in user services in college level RMC	3225	04	0848	434	4	6	7	11
028712	Answers all queries & requests for services in branch lib. & refers when necessary to main lib.	2214	09	0618	435	6	6	1	11
028812	Evaluates clerical evaluations received from branch librarians & (a) approves & transmits to personnel (b) disapproves & returns for revision	3224	09	0648	484	6	6	2	09

CASE NO.

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## TASK

029062	Reviews requests from HS teachers for titles to be placed on reserve shelf in PL & instructs aides accordingly	3224	10	0648	435	4	6	1	11
030262	Plans & develops tours & orientation sessions of RMC for entering freshmen & new faculty in CC lib.	3224	04	0825	455	4	6	4	11
030351	Maintains & updates card file of frequent hard to locate questions with source of information & answers for use in provision of reference services in adult lib.	3125	02	0987	535	5	6	1	11
030791	Writes monthly newsletter of cultural events occurring in the community	3214	07	0785	435	6	6	5	11
030862	Refers students in ES sch. learning center to public lib., for materials not in learning cent.	3223	07	0638	344	5	6	1	11
031312	Answers questions & provides information to auditor during annual audit	3125	07	0657	454	5	6	2	11
031911	Explains to new employees, employee programs such as credit unions, etc.	3115	07	0658	445	4	6	2	11
032311	Conducts training programs on reference activities for non-professional staff	3225	04	0858	435	4	6	3	11
033131	Determines number of entry cards required for new titles	3114	10	0685	535	5	6	1	09
033432	Classifies foreign language titles in U lib. & checks conclusions with librarian	3214	03	0587	436	4	6	2	11
033861	Supervises & provides TA to teachers & students in operating camera for original video production	3125	07	0854	425	5	6	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
033912	Designs & develops procedures for transferring lib. materials from branches to main lib.	3324	04	0945	534	6	6	7	11
034532	Checks cataloged new titles to make sure book pockets have been inserted, book cards are included, spine labeling has been completed, etc.	3113	03	0282	455	4	6	1	11
035152	Proofreads typed requests for reference services for completeness and transmits to reference agency	3112	12	0228	335	3	6	1	11
035211	Provides periodic written evaluation of clerical staff	3224	09	0645	434	6	6	2	10
035562	Counsels children during school visits in mobile unit on reading habits & attempts to motivate reading	3224	07	0638	535	7	6	1	11
037532	Translates titles or materials from foreign languages into English	3215	03	0484	436	5	6	7	09
038472	Reviews shelves & selects titles in deteriorated condition, of excessive age, & for lack of use, & sets aside	3224	10	0682	435	6	6	1	11
039011	Revises staff manual according to suggestions of executive committee during review process	2115	10	0724	435	5	6	4	10
041612	Coordinates space & time schedules for moving weeded books from branch libs. to central lib.	3224	04	0845	434	4	6	2	10
041932	Completes changes & revisions as instructed & types on manuscript card, & routes to subject cataloging dept.	3115	03	0624	535	5	6	2	11
042012	Assigns new clerical employees to in-service training & determines when sufficient exposure has been acquired to system	3324	09	0648	434	5	6	7	10



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
042521 Selects new fiction titles to be included in rental collection		3324	09	0687	435	6	6	2	11
042781 Designs & monitors storage systems for cataloging & storage films, tape recordings, & video tapes in HS television studio		1224	11	0987	545	6	6	7	11
042962 Provides orientation on reading programs for ES pupils (individuals and in groups) in learning cent.		3125	07	0658	445	5	6	3	11
043011 Conducts periodic workshops with nonprofessional staff in PL		3325	04	0858	435	6	6	4	11
043611 Explains data contained on computer print-out sheets to lib. staff		3115	07	0658	555	6	6	2	11
044311 Observes activity, talks to staff & pat. & generally offers suggestions for improvement of lib. services during visits to branch lib.		3324	07	0678	535	7	6	3	11
044762 Screens (for appropriateness & suitability) titles children wish to check out in adult lib.		3324	09	0658	445	6	6	1	09
044861 Reads new fiction in adult lib. to familiarize self with collection		1325	06	0981	535	5	6	6	09
046111 Selects groups within the community or larger area to receive donated titles		3324	09	0628	535	6	6	2	11
046711 Writes reports summarizing activities in circulation dept.		2224	07	0725	455	5	6	3	10
046992 Writes weekly column for local newspaper containing special interest information on PL		3224	07	0785	485	6	6	5	10

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
047161	Supervises & provides TA to teachers & students in aspects of producing original video production	3224	04	0854	536	5	6	7	11
048211	Writes inter-office memoranda notifying staff of personnel changes	3113	02	0945	434	3	6	1	10
048812	Selects from mailing lists groups to receive special publications	3224	04	0625	484	4	6	1	09
049222	Lists AV equip to be examined for purchase	3222	02	0624	334	4	6	2	11
049362	Provides orientation for students in ES (groups & individuals) in use of & department in learning cent.	1225	07	0654	444	5	6	3	11
049812	Plans & supervises, periodic open house for parents in learning center	3325	04	0845	445	4	6	6	11
050162	Identifies problem children in ES learning cent. (behavioral or intellectual) & reports to teachers or guidance personnel	1224	11	0628	424	5	6	2	11
050222	Verifies & completes book order forms using foreign language in U. acquisition dept.	3115	10	0424	535	3	6	2	11
050622	Prepares monthly budget summary for U lib. acquisition dept. showing expenditures & balance by account number for each month	3115	03	0324	454	4	6	3	11
050711	Designs & plans shelving & departmental arrangements	3324	10	0925	565	7	6	7	11
051511	Identifies community resource persons for involvement in lib. programs & makes specific requests of individuals to serve as speakers, participants, etc.	3324	04	0834	525	6	6	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
051721	Discusses with supervisor & recommends AV equip. needs for learning cent.	3224	09	0668	545	6	6	2	11
052511	Arranges, plans, & supervises in HS learning Cent. annual open house program for parents	3225	04	0845	535	4	6	4	10
053912	Maintains check register, book-keeping system, etc. for PL	3115	02	0844	454	5	6	1	11
054362	Edits video tape for use in educational settings	3114	09	0684	525	5	6	2	11
054481	Determines & evaluates short-range maintenance & construction needs in college lib.	3324	10	0925	554	8	6	4	11
054712	Consults with elementary students providing less than minimum required services before reporting to supervisor	3225	05	0638	435	4	6	3	11
054892	Writes press releases for local newspaper describing PL activities	3225	07	0725	435	6	6	3	10
055411	Reviews & develops forms & record-keeping procedures	3224	10	0945	455	6	6	4	11
055512	Supervises aides in instructional materials cent.	3225	04	0848	434	4	6	2	11
055962	Offers reading suggestions to ES children visiting mobile unit	3224	07	0638	435	7	6	1	11
056082	Plans long-range building & grounds maintenance program for public lib.	3324	10	0948	484	7	6	7	10

CASE NO.

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## TASK

056411	Completes questionnaires from state, federal, municipal & other sources requesting statistical or other information about lib.	3125	03	0424	445	5	6	3	11
056661	Grades students on application of techniques & performance in operating equip. & coordinating productions in HS closed circuit television studio	3224	10	0625	435	5	6	2	11
057191	Develops promotional ideas for library	3324	09	0925	585	7	6	2	10
058031	Determines number & kind of cross reference cards needed for new titles	3114	10	0685	535	5	6	1	09
058122	Assigns staff members in college materials development dept. to reproduce recorded tapes, 8mm films, etc., requested by students	3324	04	1148	434	4	6	1	10
058361	Approves requests of faculty members to use staff & equip. of AV dept. for curriculum review & development	3224	09	0648	485	4	6	1	10
058811	Trains new clerical staff in specific job duties, assignments, & processes in children's lib.	3125	07	0654	434	4	6	3	11
059261	Teaches student to "ride gain" in control room of HS closed circuit television studio	3115	07	0454	425	5	6	1	11
059861	Teaches students mechanics of video set design for instructional programs, interview-type shows, travel talks, etc.	3225	07	0654	435	5	6	7	11
060561	Observes behavior, notes peculiarity of patients in hospital & passes on observations to medical staff	1324	09	0628	484	5	6	1	11
061161	Writes newsletter for distribution to faculty & students, describing new equip. & materials available in college RMS	3225	07	0725	435	5	6	5	11

ASE NO.	1	2	3	4	5	6	7	8	9
TASK									
61362 Supervises AV unit in state lib. which purchases, processes & circulates AV films, art prints, & records over the desk & through interlib. loan	3114	04	0848	535	4	6	7	11	
61721 Reviews suggestions from faculty for subscriptions to magazines & journals in HS RMC & makes decision	3324	09	0928	555	6	6	1	09	
61912 Prepares payroll for lib. personnel	2115	02	0384	434	3	6	2	11	
63261 Instructs high school students how to write a script for a radio newscast & present on the air	3215	07	0658	445	5	6	4	11	
63431 Determines number & kinds of entry cards to be used in cataloging process	3114	10	0685	535	5	6	1	09	
64211 Serves as liaison between family or group & lib. in design & presentation of memorial plaques for lib.	2224	07	0868	525	6	6	7	11	
64811 Writes employment brochures describing lib. for recruiting purposes for display on university bulletin boards	3225	09	1025	435	7	6	5	10	
65061 Supervises instructional radio studio in high school	3224	04	0848	455	5	6	7	11	
65161 Responds to direct questions from students on interpretation of books, materials, etc., in ES learning cent.	3225	07	0658	444	5	6	1	11	
65461 Supervises & provides TA to teachers & students in staging original video productions	3225	07	0854	435	6	6	6	11	
65891 De-bugs program after computer tests & retests	3115	12	0685	564	5	6	5	11	

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
066011	Generates faculty involvement in U lib. by informal contacts, memoranda, presentations at faculty & departmental meetings, etc.	3325	07	0958	566	7	6	1	11
066392	Prepares script for TV spot announcements which include photographs taken by self for local TV station	3124	07	0785	485	6	6	4	11
066461	Sets up student record books & data collection schemes for students enrolled in U. LL	3224	10	0925	545	6	6	3	11
067211	Evaluates lib. procedures & techniques in ES learn. cent. & recommends changes to immediate supervisor	2124	10	0928	533	7	6	6	11
068211	Disciplines students in HS television studio during productions & instructional sessions	3223	04	0648	484	3	6	1	11
068412	Provides annual evaluations of all staff members to personnel office	3224	09	0645	385	6	6	2	10
068992	Oversees publication of newsletter announcing & describing lib. activities	3225	09	0848	535	4	6	4	11
069042	Examines titles in ES mobile unit and removes or adds to collection to maintain balance	3224	09	1027	545	8	6	1	11
069662	Conducts intake interviews of students requesting services in U. LL	3324	10	0628	335	6	6	2	11
069911	Sets policies & procedures for book fairs, library exhibits, etc. for elementary sch.	1224	04	0945	535	6	6	4	10
070311	Conducts orientation for new employees by conducting tours of the facility & introducing new employees to supervisors	3225	04	0858	335	4	6	3	11



CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
070421	Searches lib. tools for classification data for titles not available in processing cent. catalog & copies appropriate information	3115	02	0187	435	3	6	2	11
071152	Provides upon recommendation by college faculty, in-depth counseling & guidance to individual students in reference services	3224	07	0657	545	5	6	2	11
071211	Visits other libs. to learn of new possibilities, ideas, etc. in lib. operation & management	1324	10	0928	556	8	6	5	11
071321	Consults with departmental librarian over nature, priority, & complexity of book order requests	3224	09	0855	444	4	6	1	11
071411	Edits copy for professional bulletins describing lib. activities, etc.	3115	12	0625	545	5	6	3	11
072161	Uses humor, cajoling, persuasion, & human relations skills to relate to patients severely &/or permanently injured to persuade use of lib. services in hospital	1324	05	0638	445	7	6	3	11
072211	Reviews & evaluates non-material requests from branch lib. & recommends action	3224	09	0668	534	6	6	2	10
072512	Identifies statistical data to be tabulated & filed in circulation dept.	1224	10	0945	545	4	6	7	09
073192	Monitors & supervises staff presentations related to lib. programs on radio station	3125	04	0848	535	5	6	2	11
073861	Serves as faculty advisor to HS broadcast club	3225	07	0978	485	5	6	4	11
074321	Evaluates for appropriateness purchase orders for books & AV materials from K-8 sch. libs. & if request is rejected, contacts librarian by telephone & attempts to reconcile problems	3324	09	0664	345	2	6	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
076312	Designs form letters	3224	09	0725	435	4	6	2	11
076591	Performs desk check of completed computer program	3115	12	0285	464	5	6	3	11
077561	Scans new titles in children's lib. & reviews publications to familiarize self with collection	1325	06	0981	534	3	6	1	09
078161	Teaches students to set & control lights in HS closed circuit television studio	3115	07	0454	485	5	6	4	11
078391	Supervises construction & vis- ual presentation of memorial plaques in lib.	3224	04	0848	455	5	6	7	11
078562	Assists teachers in ES learning cent. in (a) materials search, (b) bibliography checks, (c) use of AV equip. & materials	3223	10	0737	454	4	6	2	09
079492	Writes "spot" announcements on lib. services for local radio station	3124	07	0785	485	6	6	3	10
079542	Designs form letters to go to parents of children with over- due books	3224	09	0725	435	6	6	2	10
079861	Instructs students in HS radio station to produce special sound effects such as rain, thunder, footsteps, etc.	3115	07	0454	434	5	6	3	11
079912	Assigns & supervises student aides in ULL	3225	04	0848	434	4	6	1	10
080912	Screens solicitors, special requests, etc. in branch lib. & refers to main lib. when necessary	2214	09	0628	434	6	6	1	11

CASE NO.

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## TASK

081031	Writes instructions for aides to adapt L.C. cards to catalog cards for new titles received in HS lib.	3112	04	0745	535	5	6	1	11
081192	Checks data on print-out sheets for accuracy upon completion of each program execution	3115	12	0288	464	5	6	4	11
081491	Recommends on basis of time, cost & other factors whether or not library processes be computerized	3224	10	0928	565	7	6	5	11
081732	Determines through research, personal knowledge, or observation if author is writing under penname, types author card using penname & cross references penname with real name, if known	3124	10	0687	535	5	6	3	11
081962	Discusses content, meaning, & implication of books & magazine articles with patients	3325	11	0458	445	5	6	2	11
082391	Reviews programs periodically to refine & reduce operating time	3215	10	0684	664	6	6	4	11
083161	Teaches students to operate switch mechanism in the control room for HS closed circuit television studio	3115	07	0454	485	5	6	4	11
083361	Teaches students to operate sound system for use in video programs in HS media center	3115	07	0454	435	5	6	4	11
083532	Orders supplies needed for cataloging dept. based on inventories & estimated work load	3222	09	0985	434	5	6	3	11
084712	Dictates memoranda, letters, etc. on dictating machine for transcription by stenographer	3222	06	0424	485	4	6	1	07
084821	Searches standard tools to locate titles for which order slip without LC number has been received & card is not contained in microform index	3115	02	0287	434	3	6	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
085121	Selects titles to be placed at circulation desk monthly from new acquisitions	3324	09	0685	435	5	6	1	11
085532	Determines cross reference subject headings for new serials & writes title & cross reference data for key punch operator	3114	10	0687	434	4	6	1	11
085711	Conducts tours & technical discussions of lib. facilities, procedures, & policies for visiting professionals	3225	04	0824	535	6	6	4	11
085971	Supervises engineer assigned to handle technical problems in HS television studio	3225	04	0848	444	4	6	3	11
086052	Assists students in use of reference services & locating reference materials in college lib. upon request	3124	07	0654	435	5	6	2	11
086461	Examines student files & approves or disapproves U credit on the basis of attendance, achievement, etc. for students enrolled in U. LL	3224	10	0684	535	5	6	1	09
086611	Serves as office manager in director's office of small hospital library	3215	04	0848	434	5	6	7	11
087091	Writes manual or description for each program so that it can be used by another programmer	3115	12	0725	565	5	6	5	11
087262	Visits classrooms, explains & enrolls children in planned reading program involving contact between ES learning cent. & students	2325	07	0438	435	4	6	1	11
087461	Establishes policy for what constitutes sufficient information on subject order requests from member lib. in system	3224	10	0688	534	6	6	2	09
088311	Recruits volunteers for lib. by meeting with individuals & groups	3325	07	0438	425	6	6	3	11

CASE NO.

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## TASK

088711	Makes public presentations of role of AV equip. & materials in CC instructional programs	3325	07	0658	465	6	6	3	11
088911	Participates in community or service organizations, etc. as representative from public lib.	3325	09	0628	535	7	6	4	11
089211	Designs & develops summer reading clubs & programs for elementary sch. children in PL	3224	04	0955	535	7	6	7	11
089862	Verifies all requests for inter-lib. loan	3124	04	0225	535	4	6	2	11
090411	Moves about lib. to make self (as head librarian) available to patrons	3223	12	0618	445	5	6	2	11
090911	Confers & discusses in advance with board chairman agenda for lib. board meetings	2224	07	0965	536	6	6	2	11
091112	Designs expense, petty cash, & other forms for use in lib.	3224	10	0625	455	6	6	3	11
091612	Arranges tours for building committee of Board to view new lib. in consideration of building plans for lib.	3225	04	0824	535	6	6	2	11
092162	Serves as librarian in ES mobile unit & (a) tells stories (b) reviews books (c) generally attempts to interest children in lib. services	2225	07	0658	435	5	6	1	11
092311	Conducts exit interviews with employees terminating from lib.	3224	11	0628	384	4	6	3	11
092662	Constructs reading lists of special materials & topics for ES teachers & submits for approval	2225	10	0615	545	6	6	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
093761	Instructs students in simple radio announcing skills, such as proper way to tell time.	3115	09	0658	424	5	6	1	11
093922	Scans lead paragraphs, abstracts, headlines, etc., of newspapers & magazines to identify articles of interest to special lib., & marks for clipping & filing	3324	09	0684	535	6	6	4	09
094162	Assigns interlib. loan requests to staff members & follows up by periodic checking	3125	04	0848	434	4	6	1	11
094461	Instructs HS students in stringing microphone cables & other equip. used in production of radio or television programs in media cent.	3125	07	0454	455	5	6	2	11
094511	Makes public presentations explaining services of AV materials distribution unit in college RMC	3225	07	0658	465	6	6	3	11
094812	Collects data, information, etc. regarding material or equip. discussed with salesmen & recommends action	2224	10	0658	435	5	6	2	11
097211	Trains volunteers	3125	07	0658	434	5	6	3	11
097311	Writes letters to new faculty members calling attention to & requesting participation in U lib. facility	1223	07	0735	535	5	6	2	10
097912	Supervises lib. printing activities by serving as liaison with print shop	3225	05	0848	435	5	6	1	11
098011	Approves &/or disapproves requests from branch lib. for materials, facilities, etc. above a minimum amount	3224	10	0648	555	5	6	1	09
098162	Selects AV materials appropriate to lessons in classroom activities in ES as requested by classroom teachers & places on reserve shelf	3224	10	0627	445	6	6	3	11



CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
098962	Produces book lists for children in grades K-6 at request of teachers	2224	09	0617	435	3	6	3	11
099171	Authorizes students to remove necessary equip. & supplies from locked storage spaces for use in closed circuit TV productions in HS media cent.	3124	04	0845	424	4	6	1	10
099272	Instructs clerk to send materials & equip. for binding or other maintenance following annual check	3224	04	0448	434	4	6	1	11
099311	Supervises construction of community oriented displays in branch lib.	3224	04	0845	444	4	6	3	11
099542	Reviews vertical files and removes obsolete & dated material	3314	10	0657	444	7	6	1	11
099812	Reviews & recommends minor insurance programs for lib. equip., facilities, staff, etc.	2224	10	0625	545	6	6	2	11
100011	Determines rules of conduct in junior HS learning cent.	1324	09	0948	524	6	6	7	10
100472	Identifies titles unsuitable for binding or not in print & schedules for future microfilming	3224	04	0845	454	5	6	1	09
100811	Coordinates ideas for memorial plaques in terms of interests of library, donor, & donor's family	2324	09	0868	535	7	6	3	11
101112	Instructs staff to gather data & information for "Friends of Library"	3224	04	0845	445	6	6	2	10
101461	Instructs students in procedure for operating soundboard in HS radio station	3115	07	0454	455	5	6	3	11

CASE NO.

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## TASK

101752	Prepares bibliographies for HS faculty upon request	3225	03	0717	454	4	6	3	09
102761	Instructs & supervises students in direction of radio programs in HS radio station	3225	07	0858	455	5	6	3	11
102821	Reads, reviews, & scans a variety of professional & general interest materials of public relations value & possibilities for lib. use	1324	09	0988	585	7	6	3	09
103161	Teaches students to serve as floor directors during taping of closed circuit television	3215	07	0658	435	5	6	3	11
103662	Supervises U students working in photography laboratory	3224	04	0842	435	4	6	7	11
103881	Designs storage system for tape recordings & disc recordings used in HS radio station	1224	10	0987	545	8	6	6	11
104061	Instructs HS students in presenting radio scripts, including understanding hand signals of director, voice clarity, & use of microphone	3215	07	0654	445	5	6	3	11
104121	Examines titles received under examination copy plan & determines dept. within lib. to receive title for eval. & possible purchase	2224	09	0645	435	5	6	1	09
104712	Screens salesmen	3325	05	0628	434	6	6	2	11
105511	Approves new reporting forms & procedures	3124	10	0945	555	7	6	3	09
105991	Plans & develops staff presentations & discussions of lib. programs on regular radio station.	3124	09	0985	585	6	6	4	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
106031	Catalogs & processes all AV materials in U using L.C. system	3114	03	0587	435	5	6	1	11
106162	Explains to students purposes of LL in U	3225	07	0658	425	5	6	2	11
107711	Revises & updates staff manual in public lib.	3212	10	0428	425	5	6	4	10
107861	Grades for completeness & authenticity, reports received from students enrolled in ES learning cent. reading program & transmits to teachers	3225	09	0658	545	5	6	1	11
108161	Checks, analyzes & grades for accuracy, completeness, & appropriateness, guides & worksheets based on AV material received from elementary students	3224	10	0654	454	5	6	1	09
108411	Selects dust jackets for display on bulletin boards in ES school learning cent.	3324	09	0625	434	6	6	1	09
109012	Plans ES work activity & supervises clerical aides	3225	04	0948	444	4	6	7	10
109262	Recommends equip. & materials to students to use in personal programs in U. LL	3224	07	0658	545	6	6	1	11
109552	Produces reading lists for various grade levels & subjects in ES as requested by teachers	2224	10	0617	425	4	6	3	11
110332	Assigns subject headings to pamphlets & materials for pamphlet files using standard lib. tools & lib. system	3114	10	0587	435	4	6	1	09
110561	Provides individual assistance in completing worksheets & other materials involving adaptation of AV materials upon request of elementary students	3123	07	0658	544	5	6	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
110862	Responds to letters from community members inquiring about lib. activities, services, programs, etc.	3223	07	0724	335	4	6	2	10
111841	Makes decision on reduction of fines or cancellation of charges when pat. question or complain about billing either in person, by telephone, or by letter	3224	09	0624	435	4	6	1	11
112071	Examines annually inventory of AV materials to identify outdated materials, &/or those receiving little use, & recommends whether materials should be left in inventory	3324	10	0687	433	6	6	2	11
112211	Writes staff manual explaining rules, regulations, rights, & responsibilities of employees in PL	3115	10	0725	435	5	6	6	10
112361	Reads new titles in children's lib. to familiarize self with children's literature	1325	06	0981	534	6	6	2	09
112412	Maintains liaison with city clerk & treasurer's offices regarding payments to lib.	3225	03	0824	455	4	6	1	11
112861	Supervises and provides technical assistance in editing live, physical, and electronic video receiving materials	3225	07	0855	435	6	6	4	11
113912	Interviews & hires student aides in U lib.	3224	09	0628	334	6	6	1	11
114732	Supervises filing of materials in reference lib.	3115	04	0847	535	4	6	2	11
115422	Reviews journals, brochures, & other publications to screen AV equip. & produce lists of equip. for possible review	2324	09	0685	434	6	6	3	09
115791	Writes program for IBM System/360 computer following procedures outlined in the flowchart	3115	12	0485	464	5	6	6	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
116562 . Assists children (3-5) in literature search in sch. lib.	3325	05	0557	434	3	6	1	11	
116712 Prepares quarterly tax statements from payroll records & submits to appropriate government agency	3115	12	0324	444	4	6	4	11	
116812 Enters weekly fiscal transactions for lib. in appropriate ledgers	3115	12	0184	454	2	6	1	11	
116972 Inventories stacks with dept. heads using shelf list to check for obsolescence & withdrawals	3224	09	0667	435	6	6	3	11	
117261 Approves or disapproves requests from student groups to display art & other graphics in college RMS	3224	09	0648	484	4	6	2	09	
117462 Assists students in preparing oral & written reports using AV materials in college	3324	07	0758	455	5	6	3	11	
117561 Serves on floor of HS materials cent.; assists students in (a) locating reference materials, (b) using catalog, (c) setting up & operating AV equip.	3125	07	0557	434	5	6	2	11	
118862 Maintains liaison with HS librarians to determine closed reserve shelf needs in local PL	3324	10	0925	435	6	6	2	11	
119151 Edits request forms from medical staff members for reference services	3124	10	0615	435	5	6	2	11	
119522 Approves & signs letters of transmittal to jobbers & publishers for orders of books & AV materials	3213	04	0644	435	4	6	1	11	
119862 Responds to telephone calls from parents offering suggestions about activities occurring in learning cent.	3324	08	0668	545	7	6	2	11	

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
120512	Monitors, supervises, & maintains administrative control over retirement program fund for lib. employees	2115	02	0327	434	4	6	2	11
121461	Instructs students in script writing of radio commercials within restricted time limits	3125	07	0658	435	5	6	4	11
122061	Instructs students in operation of microphones in instructional high school center	3115	07	0454	435	5	6	3	11
122421	Reviews professional literature, etc. & selects 16mm films for public lib.	3324	09	0625	545	6	6	1	09
122561	Instructs students in classification system of equip. used in HS radio station & supervises replacement of materials & equip.	3115	07	0857	435	5	6	2	11
122961	Teaches students to write scripts appropriate for radio disc jockey programs	3225	07	0658	445	5	6	4	11
123191	Maintains contact with mass media representatives	1324	07	1128	484	6	6	7	11
123622	Maintains & updates authority files	3112	02	0587	434	4	6	1	11
123761	Visits book stores, travel agencies, etc., for materials to use in ES AV lib.	1324	09	0928	424	6	6	3	10
123811	Writes employment recruiting advertisements	3124	07	0725	435	6	6	3	10
124321	Tests demonstration AV equip., reviews staff recommendations, & on basis of own & staff reactions, recommends for purchase	3224	10	0665	534	6	6	3	11



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
124622	Establishes order of priority for interlib. search for titles not available and instructs clerk	3324	04	0848	434	5	6	1	09
124762	Explains workings of card catalog system in classrooms to ES children	3125	07	0457	434	4	6	2	07
126362	Serves as youth/ethnic group leader in slum located branch & works with youth to interest them in lib. activities	3225	07	0938	435	6	6	7	11
126741	Establishes circulation system for AV equipment in CC lib.	1224	09	0945	535	8	6	7	10
126911	Provides daily supervision of full-time & part-time clerical staff & lib. aides in special lib	3225	04	0848	435	4	6	2	11
127011	Develops Book Fairs, lib. exhibits, etc. for HS	3225	09	0925	334	6	6	4	09
127511	Telephones or interviews successful & unsuccessful applicants for positions with lib.	3223	05	0644	485	4	6	2	11
127671	Evaluates malfunctioning AV equip. & decides (a) local maintenance is possible (b) outside maintenance required (c) equip. should be traded (d) equip. should be discarded	3224	10	0684	434	5	6	2	11
128311	Writes publicity copy for lib. & submits to local newspapers	3225	07	0725	435	6	6	3	10
129021	Decides whether to recommend purchase or disallow request for titles requested that are not in lib. or in lib. system	3324	09	0927	555	6	6	2	09
129111	Conducts reader interest surveys in lib.	3215	10	0924	334	7	6	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
129661	Instructs students in HS closed circuit television studio to operate film projector to control transmission of the film	3115	07	0454	435	5	6	3	11
129721	Selects & invites CC faculty to film previews	3224	04	0825	324	4	6	1	10
130241	Evaluates & revises circulation system for AV equip. & materials	3224	10	0985	535	7	6	7	11
130362	Writes for distribution to pat. materials explaining collection, use, policies, etc., of adult PL	3215	09	1085	455	4	6	4	10
131022	Goes to another lib. to obtain cataloging information on orders for which no information is available in the processing center	3115	03	0587	334	3	6	2	11
131111	Examines during the sch. day, student traffic within HS RMC & deploys staff accordingly	3324	09	0848	435	6	6	2	09
131412	Prepares for lib. board, monthly financial report of activities including line item accounting for past month	3115	03	0324	454	4	6	3	11
131812	Coordinates tours to lib. by scheduling & assigning guides from staff	3225	04	0844	435	6	6	3	11
132152	Selects & determines among applicants who is to receive service in reference lib.	3224	09	0628	435	4	6	1	11
132331	Determines number of analytical entry cards needed for new titles	3114	10	0685	535	5	6	1	09
132421	Consults with colleagues over special foreign language &/or subject matter peculiarities on book order forms	3224	09	0655	536	4	6	1	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
133232	Examines non-fiction titles to determine general subject matter, specific uses of material, &/or special interest material	3115	09	0688	546	5	6	2	09
133432	Finds new titles listed in the union catalog & provides information for typist to type duplicate cards	3112	04	0447	444	4	6	2	09
134541	Assesses student socio-economic background to determine (a) whether child should be charged for overdue or damaged book (b) if to be charged, how much	3324	11	0628	434	6	6	1	11
135711	Develops promotional programs by reviewing ideas suggested by others, reviewing literature, & on own initiative	3324	09	0928	585	7	6	3	11
135821	Determines on basis of priority & complexity distribution of book order slips for verification by staff in U acquisition dept.	3224	04	0845	434	5	6	1	11
136161	Adjusts or refers complaints regarding services, selections, & other factors in adult lib.	3223	05	0624	435	5	6	3	11
136522	Answers questions & adjusts complaints from branch librarians & patrons regarding non-delivery &/or delivery time of journals by checking master file of subscriptions	3223	08	0647	535	4	6	1	11
136761	Suggests uses of supporting media & services upon request from students	3224	07	0657	545	6	6	1	11
137161	Discusses with parents reading problems of children & recommends reading programs	1324	07	0678	535	6	6	3	11
137311	Provides technical assistance in non-professional areas to librarians in system	3324	07	0658	545	7	6	2	11
137922	Examines & clips for vertical file, newspapers, magazines, pamphlets, etc., in ES learning Cent.	3324	09	0984	444	7	6	1	11

CASE NO.

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## TASK

138292	Assists newspaper staff in writing stories & gathering data	3225	07	0785	485	6	6	5	11
138462	Accepts or rejects requests from groups (offering educational & other programs) for shelf space to circulate titles to be used in programs	3324	09	0618	425	4	6	2	10
138562	Adjusts or refers via telephone, personally, or by letter complaints about library services and programs	3223	05	0624	435	5	6	3	11
140111	Proofreads & edits all manuscripts submitted by staff	3115	12	0624	535	4	6	5	11
140261	Makes self available on "floor" of ES learning cent. to answer questions regarding AV materials & use of AV equip., etc.	3123	07	0454	434	4	6	2	11
140362	Provides reading aids (page turners, bookstands, talking books, etc.) to bedridden patients or handicapped patients in hospital ward	3224	10	0631	434	5	6	2	11
140562	Approves or disapproves (based on unstated policies) requests from community groups for shelf space for displays	3324	09	0618	425	4	6	2	09
140852	Provides reference services in college lib. & refers unanswerable questions to librarian	3225	07	0657	445	4	6	1	11
140911	Provides oral & informal eval. of staff	3224	09	0625	434	6	6	2	07
141561	Provides technical assistance to instructors during conduct of AV programs	2224	04	0654	545	5	6	2	11
141631	Assigns Cutter number to foreign language books	3114	02	0687	435	4	6	1	11

CASE NO.

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TASK

142032	Determines nature & kinds of cards needed for new books	1124	10	0945	434	5	6	3	09
142511	Explains capabilities & limitations of IBM System/360 computer in determining areas of public lib. operation that could be adapted to the computer	3225	07	0658	465	6	6	2	11
143061	Approves or disapproves staff requests for use of interlib. loan services	3113	10	0618	485	4	6	1	10
143181	Plans storage requirements & decides on utilization of available space for HS television studio	3224	10	0987	544	6	6	7	11
143311	Assigns priorities to staff members in college AV unit	3224	04	0848	435	5	6	7	11
143662	Meets in lib. with ES classes & instructs children in: operation, function, & collection in adult lib.	3115	07	0454	334	4	6	2	07
144111	Conducts summer reading clubs & programs for elementary sch. children in PL	3225	04	0858	534	5	6	2	11
144611	Directs video dept. in HS by coordinating use of equip., student aides, teachers, materials, etc.	3224	09	0854	425	6	6	6	11
144761	Conducts summer reading program for children (elementary) by providing stimulating reading exercises, motivational devices, & extensive interpersonal relations with the children	3324	04	0855	545	4	6	5	11
144892	Identifies ideas for future stories for newspaper & discusses with newspaper personnel	1324	07	0928	585	6	6	7	10
145291	Supervises programmers in developing simple programs for IBM Systems/360 computer	3215	04	0848	465	4	6	5	09

CASE NO.

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## TASK

145561 Instructs students how to  
prepare & present a radio  
weather report

3215 07 0658 445 5 6 3 11

146212 Supervises student volunteers  
at work stations in ES learning  
cent.

3325 04 0848 445 4 6 3 11

146821 Reads newspapers & marks  
articles to be clipped

3224 06 0625 435 5 6 2 09

147011 Edits publications proposed by  
staff for submission to media,  
journals, etc.

3115 12 0684 435 5 6 3 11

147362 Conducts programs sponsored by  
the lib. for agencies, organiza-  
tions & the community as a whole

3225 04 0858 436 4 6 3 11

148311 Schedules special workshops  
in lib. by arranging for fac-  
ilities & materials to be  
available

3224 04 0825 424 6 6 7 11

148622 Produces list of films on U  
campus with (a) annotated  
descriptions (b) day & time  
films are to be scheduled for  
preview

3115 07 0685 424 6 6 4 11

149571 Approves all discards &  
permanent withdrawals of  
materials from lib.

1224 10 0842 435 6 6 1 11

149611 Supervises emergencies in AV  
cent. of university

3224 08 0644 545 7 6 7 11

150061 Provides graphic art specialist  
format & plan for development  
& technical processing for using  
materials & equipment in uni-  
versity level curriculum

3125 04 0745 555 5 6 2 11

150121 Supervises memorial book fund  
& other funds for public lib.

3225 04 0848 445 7 6 3 11



CASE NO.

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## TASK

151412	Reduces statistical data to tabular form	3125	03	0484	454	5	6	3	11
152062	Instructs children in ES in use of vertical file, card catalog, reference files & materials	3115	07	0457	444	5	6	3	11
152132	Verifies by research identity of author if card is in card catalog & notes on author card any new reference sources used	3124	10	0687	435	5	6	3	11
152342	Schedules & supervises publication of annual list of serials & journals in collection	3115	04	0848	435	4	6	6	11
152691	Classifies completed programs for storage & future use	3114	02	0587	434	5	6	1	09
152861	Approves or disapproves requests for interlib. loan based on need, complexity, borrower, & other factors	3224	09	0625	535	4	6	1	09
153122	Determines title submitted by pat. is not in collection & (a) orders and/or (b) obtains through interlibrary loan	3224	09	0917	535	6	6	2	10
153232	Selects dept. to receive & evaluate possible purchase of titles	2224	02	0645	435	3	6	2	11
153412	Supervises lib. payroll clerks	3125	04	0848	454	4	6	2	11
155262	Conducts conferences involving lib. staff & faculty to identify new reference material needs	3225	04	0858	436	4	6	3	11
156121	Decides which books, materials, etc. should be purchased for learning cent.	3324	09	0925	545	6	6	2	09

CASE NO.

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## TASK

156852	Prepares, upon request by pat., simple & specific bibliographies from standard reference & lib. tools	3225	03	0517	435	4	6	3	09
158191	Edits manuscripts, materials & other information provided by staff for newsletters	3125	12	0625	485	5	6	2	11
158762	Programs classroom test data for computer terminal	3115	12	0415	434	1	6	3	11
159242	Instructs aide in ES learning cent. to list children with overdue books, verifies & sends list to principal's office	3112	04	0848	435	4	6	1	11
159362	Determines if college students request for technical assistance in preparing AV materials (a) is related to coursework, (b) is appropriate	3224	09	0648	484	4	6	1	10
159552	Makes outside telephone calls for information requested by staff & not available in special lib. files	3225	03	0614	435	4	6	3	11
159622	Approves and transmits to acquisition dept. for ordering lists of titles from branches in special scientific lib.	3124	09	0945	456	6	6	1	11
160052	Reviews standard reference tools for information &/or data requested by staff & telephones answers	3125	03	0717	435	3	6	2	11
160812	Assesses student traffic in ES learning cent. & determines staff deployment to provide effective services	3324	09	0848	435	6	6	2	09
161061	Discusses book interests & needs with patients in hospital ward & attempts to persuade patients to check out books or magazines	1324	05	0438	445	7	6	2	11

## ITEM 7 - SIXTEEN TO EIGHTEEN YEARS

CASE NO.

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TASK

000211	Approves staff manuals & materials setting forth procedures & policies	3125	10	0628	555	5	7	4	09
002462	Selects upon request book lists for adult, children, & other groups	3224	09	0617	435	5	7	2	09
002621	Supervises staff in procedures & policies on collection building	3225	04	0848	536	6	7	7	11
002911	Approves changes in bookkeeping & accounting procedures	3124	10	0948	555	7	7	4	09
003062	Scans & examines briefly new titles purchased by adult lib. to maintain knowledge of lib. holdings	1325	06	0981	536	5	7	1	09
003421	Submits to & discusses with dept. heads in hospital, list of titles for possible purchase & requests criticism, comments, additions or deletions	3224	04	0668	545	7	7	2	11
003621	Evaluates staff requests for titles in medical lib. & determines (a) title be recommended for purchase (b) request be rejected (c) title be borrowed from another facility	3324	09	0928	556	7	7	2	10
004911	Evaluates requests from branches (in scientific lib.) for help with special projects & decides whether or not to assign staff based upon availability, length of project, etc.	3224	09	0948	435	6	7	2	11
005061	Conducts individual counseling sessions involving U students having educational problems	3324	09	0678	536	7	7	3	11
005322	Discusses & explains in medical lib., practices and policies regarding purchase of titles suggested by staff	2324	07	0668	666	7	7	2	11
006461	Provides faculty members AV format for classroom use including rough sketches, sequences, kinds of AV material	3225	07	0754	556	6	7	2	11

CASE NO.	1 TASK	2	3	4	5	6	7	8	9
006682	Evaluates building & grounds maintenance needs for inclusion in annual budget	3224	10	0988	555	7	7	7	09
006721	Reviews book reviews in medical & scholarly journals, trade publications & on basis of estimate of staff needs & user practices, selects titles for possible purchase	3224	09	0628	566	6	7	2	09
006861	Conducts group counseling sessions involving U students having educational problems	3324	09	0678	536	7	7	4	11
006961	Provides upon request individualized & informal counseling opportunities for U students in LL	3324	09	0678	536	7	7	2	11
008122	Scans titles received (in special lib.) from blanket shipping order & marks copies for (1) multiple purchase (2) single purchase (3) rejection	3324	09	0985	556	6	7	1	09
008261	Conducts workshops for HS teachers in operation, utilization, & possibilities of AV equip. including television, projectors, tape recorders, etc.	3225	04	0854	435	6	7	4	11
009011	Meets periodically with sch. librarian to develop joint children-oriented programs in use of PL	3324	09	0975	545	6	7	3	11
009811	Recommends to board types of insurance to be obtained & proportion of appraised value to be covered by insurance	2224	07	0925	545	7	7	3	11
011311	Establishes routing & filing policy for public lib. system	1224	09	0945	535	8	7	6	10
013231	Classifies non-fiction titles using the Dewey Decimal System	3114	03	0587	535	5	7	2	11
013911	Determines records to be kept in public lib.	1324	09	0945	655	8	7	2	10

SE NC.	1	2	3	4	5	6	7	8	9
	TASK								
4472	Evaluates recommendation from staff for discarding obsolescent titles & takes action	3224	09	0986	455	6	7	1	09
4561	Works with faculty members in developing short-term conferences & institutes involving multi-media	2324	07	0955	556	7	7	7	11
6661	Develops a plan of action to alleviate educational problems with students in U. LL by evaluating intake interviews	3324	09	0965	546	7	7	4	11
7271	Constructs special pieces of equip. (not available on market) to fulfill needs in AV cent.	2325	11	0915	654	7	7	6	11
7422	Prepares for typist list of medical & other scholarly titles for possible purchase	2324	09	0625	566	6	7	2	11
7561	Accepts or rejects donations of books & other materials to HS RMC	2224	09	0628	555	6	7	2	10
8261	Responds to general questions from faculty on how best to present subject matter	2224	09	0428	555	6	7	2	07
20231	Catalogues new non-fiction titles using LC MARC tapes as source & adapting to lib. system	3114	03	0587	535	5	7	2	11
20431	Reduces to writing description of ordering process including descriptions, steps, & symbols used	3124	10	1025	536	7	7	7	11
20522	Approves or disapproves suggestions from users for purchase of titles for lib. specializing in medical & scientific matters	3324	10	0628	566	6	7	2	09
21012	Serves as liaison between editors and printers	3225	05	0868	535	6	7	3	11

CASE NO.

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## TASK

021812	Writes narrative & interpretive data to accompany statistical data	3224	10	1025	556	6	7	4	11
021911	Approves travel for lib. staff	3324	09	0648	535	6	7	1	10
022211	Requests from staff reports describing programs and integrates data supplied into larger reports & studies	3225	09	1045	586	5	7	4	10
023981	Designs space needs in reading areas keeping in mind present collection and anticipating future needs	3324	10	0925	465	8	7	7	11
024121	Evaluates staff recommendations regarding disposition of gifts	3224	09	0628	535	6	7	2	10
024221	Approves or disapproves staff recommendations for purchase of AV materials & equipment in college lib.	3224	09	0648	565	6	7	1	09
024621	Selects during visits to art galleries framed art prints for display in lib. based on estimate of interests of community	3324	11	0625	485	6	7	2	09
025092	Annotates filmstrips, loops, transparencies, etc.	3124	10	0625	565	4	7	3	09
025431	Finds new titles not in standard tools & produces appropriate cataloging data using Dewey Decimal System or cards provided by publisher & transmits data to typist to produce pockets & cards	3115	03	0547	545	5	7	2	11
025511	Monitors & relays to unit heads, budget problems & expenditures as revealed by analysis of computer printout of lib. expenditures, encumbrances, etc.	3114	07	0855	655	8	7	2	11
025991	Participates in seminars on lib. services in scientific lib. as assigned	3224	07	0658	576	7	7	5	11



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
026991	Participates in scientific conferences to increase knowledge of scientific field	1325	09	0928	666	7	7	2	08
027111	Initiates & monitors user services & other studies, receives & analyzes verbal & written reports, & takes action accordingly, affecting long-range procedures in college lib.	1324	09	0945	566	7	7	6	10
027211	Serves as director of college lib. in absence of dept. chairman	3225	04	0848	565	8	7	7	11
027611	Initiates studies concerning location & establishment of branch lib.	1224	10	0948	556	7	7	7	10
027811	Serves as advocate for use of AV equip. in CC RMC	3324	07	0938	445	7	7	5	11
028011	Establishes district-wide policies for gifts to lib. & learning cent.	1224	09	0948	535	8	7	4	10
028162	Administers & interprets standardized tests for college students in LL.	3113	02	0844	555	5	7	3	11
029251	Serves on circulation desk & provides informal reference services to users in special lib.	3225	07	0657	555	5	7	2	11
029771	Evaluates titles weeded by branches (scientific lib.) & on basis of age, condition, personal evaluations, etc., agrees or disagrees with branch decision	3224	10	0682	556	6	7	2	11
030011	Accepts or rejects recommendations from staff to bar HS students from use of RMC because of behavioral problems	2224	09	0628	485	5	7	2	11
030411	Provides supervision & management of lib. staff in professional & technical areas	3225	04	0848	656	6	7	2	11

CASE NO.

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2 3 4 5 6 7 8 9

## TASK

030521	Solicits gifts for lib. in areas for which budget expenditures are not permitted or available	3324	07	0938	545	8	7	3	11
030911	Establishes job classifications & pay plan in special lib.	3224	10	1085	565	8	7	7	11
031111	Meets with parents of children causing problems in HS RMC, explains disciplinary problems, & recommends action	3224	07	0678	435	6	7	3	11
031211	Establishes expenditure periods, & reporting system for lib.	1224	10	0945	656	8	7	7	11
031471	Approves or disapproves recommendations from staff to process periodicals by binding, micro-filming, or discarding	3224	10	0925	455	6	7	1	09
031621	Reviews lib. selection tools & (a) decides whether or not books are to be purchased (b) refers to a faculty member or staff member for further evaluation	3324	09	0628	556	6	7	2	09
032211	Develops informal relationships with selected board members of PL	1325	07	0938	635	8	7	7	11
032511	Meets quarterly as member of lib. Advisory Committee in medical lib. to establish lib. priorities & decide acquisitions	3324	07	0968	556	7	7	5	11
032931	Sets preliminary cataloguing policy for new sch. lib.	1224	09	0945	636	7	7	6	09
033012	Recommends annually to principal, capital outlay purchases for AV equip., furniture, etc., for ES learning cent.	3224	09	0925	555	7	7	7	10
033661	Produces discussion guides for films, records, and other AV materials	3224	09	0625	556	5	7	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
034322	Confers with supervisor when unable to arrive at decision regarding subscription to journals	3224	09	0668	536	6	7	2	11
034641	Evaluates faculty requests for the preparation of bibliographies or reference materials & determines whether or not to assign staff members to fill request	3224	09	0948	455	6	7	2	10
034711	Attends lib. board meetings as major representative of lib. staff & answers questions from board	3224	07	0668	545	5	7	4	11
034822	Reviews standard tools summarizing & reviewing titles & nonprint materials for adult PL & records titles for transposition to cards for filing in "consideration file"	3324	09	0625	556	6	7	2	09
035412	Updates position classification system & submits for approval	3214	09	0665	535	6	7	4	11
035711	Designs & develops reader interest surveys in lib.	1224	09	0925	566	6	7	7	11
035911	Reviews requests to terminate employment of staff & determines to (a) terminate worker (b) transfer worker (c) initiate performance interview with worker	3324	10	0648	485	6	7	2	10
036211	Meets with sch. officials to promote & explain lib. services and/or receive recommendations for additional services	3224	05	0668	535	7	7	3	11
036862	Identifies needs of students coming to LL & directs them to appropriate faculty member for counseling, guidance & remedial education	3224	09	0638	536	6	7	2	11
036921	Evaluates jobber policies, procedures, & programs & recommends changes when appropriate & in the best interest of lib.	3224	10	0628	545	6	7	2	09
037421	Reviews & evaluates requests from HS dept. chairman for purchase of AV materials & equip.	3224	09	0968	555	6	7	1	09

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
038111	Designs community oriented special displays in branch lib.	3224	04	0924	436	5	7	5	09
038371	Reviews suggestions from dept. heads in medical lib. regarding list of titles to be discarded, evaluates suggestions, & makes final decision on disposition	3224	09	0688	455	5	7	2	09
039322	Examines for appropriateness, requests for books & materials from K-8 sch. lib. & approves or disapproves	3324	09	0625	535	5	7	2	09
039511	Suggests changes in personnel policies & staff assignments in public lib.	3324	09	0968	535	7	7	4	10
039611	Conducts monthly dept. staff meeting	3225	04	0848	555	5	7	4	11
040311	Produces long term reports on departmental lib. needs at request of U central administration	2224	09	1015	656	7	7	6	10
040911	Answers questions regarding lib. holdings or use of lib. by scientific staff	3123	07	0458	576	5	7	1	07
041162	Provides technical assistance to staff in medical lib. regarding use of catalogue system & reference search.	3125	07	0457	456	5	7	2	11
041211	Discusses with immediate supervisor requests for additional space from branch librarians	2224	10	0968	555	7	7	3	11
041391	Engages in personal research & publication efforts as required by U policy	1324	09	1028	656	7	7	7	10
043462	Conducts special programs for special groups in lib. (aged, scientists, minority groups, etc.)	3225	04	0858	546	6	7	4	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
043511	Determines upon receipt of reports, statistical studies, etc., if reports are to be (a) released (b) referred to board (c) reviewed & evaluated internally (d) modified (e) set aside for future action	1324	09	0988	655	8	7	4	11
043711	Serves as a member of facility-wide middle management committee charged with responsibility to screen conflicts, suggestions, & ideas to improve overall operation of hospital lib.	3324	07	0968	555	7	7	4	11
043852	Produces in special lib. upon telephone request, bibliographies, reading lists, titles in specific areas, identifies articles & page numbers requested, and routes materials to person requesting same	2225	10	0617	546	6	7	3	11
043961	Develops special guides & work-sheets for student use with AV materials upon request & in consultation with classroom teachers in ES learning cent.	2224	10	0755	545	6	7	4	11
044111	Provides technical assistance to "Friends of Library"	3124	07	0658	556	7	7	3	11
045511	Evaluates program of activity in sch. lib. & recommends to sch. librarians more balanced program in terms of needs & policies	3224	10	0978	655	6	7	6	11
045711	Evaluates staff job descriptions for accuracy, completeness, & revises &/or returns to supervisors	3224	10	0644	535	6	7	2	11
045911	Establishes general statistical & other reporting procedures for local lib. system	3224	10	0945	656	7	7	7	10
046361	Arranges & schedules conferences involving lib. staff & faculty or advanced graduate students to identify new reference material needs	3324	04	0925	556	7	7	4	11
046411	Composes letters for typing to donors of gifts to HS RMC	3324	11	0725	435	6	7	2	10
046621	Approves or disapproves orders for books, materials, & equip. from ES librarians	3224	09	0948	555	6	7	2	09

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
046811	Writes letter to parents (of HS students) who have disciplinary problems in HS RMC	3224	09	0425	435	4	7	3	10
047511	Evaluates statistical & salary data gathered from agencies & recommends salary adjustments for staff in public lib.	2124	10	0665	565	7	7	5	10
047931	Identifies & implements changes in classification policies & procedures for lib.	3114	09	0945	536	7	7	7	11
048361	Designs & develops summer reading program for ES children involving selection of books, development of special interest devices to attract & motivate children	3324	09	0925	545	7	7	6	11
048711	Conducts studies (in such areas as durability or capacity of rugs, shelving) of a highly technical nature leading to possible better utilization of materials, services, & programs in learn. cent.	1325	10	0724	556	7	7	7	11
049122	Prepares specific reference reports by searching files & assembling materials as requested	3224	06	0827	535	5	7	3	11
049611	Confers prior to board meeting with Chairman about agenda & plans for monthly board meeting	2224	07	0965	536	5	7	2	11
050311	Selects from standard sources all recorded tapes, discs, etc. for local public lib.	3324	09	0925	535	6	7	1	09
051211	Meets informally with selected board members to persuade & interest them in special needs & ideas of PL	3324	07	0938	566	7	7	3	11
051611	Recommends criteria for hiring professional & clerical personnel	2224	09	0928	535	6	7	3	10
051911	Makes decisions on purchases of equip. & facilities for U level lib. by (a) approving or rejecting recommendations (b) postponing recommendations (c) referring decisions for further discussion	3324	09	0948	555	8	7	2	09



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
052611	Observes & conveys to ES branch lib. staff problems, developments & needs noticed during visits & tours of branch facilities	3324	09	0678	535	7	7	4	10
052951	Serves on reference desk to continue & maintain user contacts in college-level lib.	3323	05	0665	455	5	7	2	11
053811	Edits narrative & statistical reports received from departmental chairmen before compiling librarywide annual report for submission to board	2225	12	0684	556	5	7	3	11
054282	Serves as liaison between dept. heads & contractors in construction projects	3225	05	0868	536	5	7	2	11
055261	Assists U faculty members to "program" courses in terms of specifying objectives & selecting curriculum formats to produce objectives	2224	07	0955	556	7	7	7	11
055321	Determines purchase policies on films by (a) rejecting purchase of specific film (b) purchasing film (c) renting film for specified periods (d) leasing film	3224	09	0628	555	6	7	2	09
055661	Selects art prints, films (16mm), by reviewing catalogs, standard tools, etc. & records data for purchase for interlib. loan collection	3324	09	0985	555	6	7	2	09
056122	Selects on basis of own estimate of needs & interests titles requested for senior citizen's program & sets aside for pick-up	3324	11	0617	545	6	7	1	11
057462	Accepts or rejects recommendations from staff members to microfilm selections from magazines, journals, etc.	3324	09	0928	555	6	7	1	09
057511	Serves as a liaison between branches & system headquarters through visits, response to telephone requests, & communications by letter	3324	09	0628	535	7	7	7	11
057661	Supervises & provides TA to teachers & students in script writing for original video tape production	3225	07	0854	426	6	7	4	11

CASE NO.

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## TASK

057832	Translates from foreign languages, information necessary to complete descriptive cataloging of title	3115	12	0487	446	4	7	4	09
058491	Recruits workers &/or encourages persons to join lib. profession through visits to colleges, universities, etc.	3325	07	0738	435	5	7	3	11
059511	Determines policies & procedures for HS RMC	1224	09	0948	556	7	7	5	10
059652	Responds on telephone for reference services & decides, based on own judgment of degree of difficulty whether to (a) have pat. hold (b) return the telephone call with the answer	3224	09	0627	545	4	7	1	11
060411	Supervises & evaluates annual employee evaluations conducted by supervisors in PL	3225	09	1048	435	6	7	3	10
061862	Monitors student activities in U LL & identifies & attempts to work with problem students	3324	09	0678	556	7	7	7	11
062012	Selects & schedules publication of research reports	3224	09	0625	536	6	7	3	09
062151	Evaluates requests from faculty &/or students for assistance in reference services & on basis of workload of staff, appropriateness of request, etc. assigns staff members or rejects request	3224	09	0948	455	6	7	2	10
062221	Examines books & materials ordered by ES sch. librarians in terms of assessment of needs & when appropriate, recommends changes in orders before orders enter purchasing process	3224	09	0645	555	6	7	3	11
062321	Selects reference materials for college level lib. by consulting faculty, reviewing standard lib. tools, & examining use of reference materials	3324	09	0665	566	6	7	2	11
063061	Meets with graduate students & faculty on informal basis to gain insights toward lib. needs & services in U setting	1324	09	0668	556	7	7	2	11

CASE NO.

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## TASK

063591	Prepares flow charts, diagrams, & block diagrams to define systems problems of lib. procedures	3215	12	0784	554	5	7	4	11
063821	Decides whether or not to purchase titles requested from college departmental heads	3224	09	0928	565	6	7	1	09
063922	Reviews consideration file of AV materials & recommends to supervisor purchase of selected materials	3324	09	0625	535	5	7	3	09
064011	Interviews applicants for departmental professional positions	3224	09	0628	455	6	7	3	11
064521	Selects art prints for display in PL	1324	09	0625	485	7	7	2	09
064611	Selects editors to edit & assemble articles for professional journal	3224	09	0848	536	6	7	2	10
064961	Serves as liaison between college & technical staff in specifying objectives, designing format, producing, editing, & evaluating multi media courses	3325	11	0828	556	6	7	7	11
065241	Establishes filing policies in U lib. circulation dept.	1224	09	0945	535	8	7	7	10
065661	Meets with interdepartmental faculty committee involved in establishing counseling & guidance policies for individual college students with personal, educational, & other problems	3324	11	0638	555	7	7	4	10
065912	Approves termination papers for staff & notifies person affected	3125	04	0634	535	6	7	3	11
066111	Selects topics or themes for articles to be included in bulletin for professional librarians	3324	09	0625	536	6	7	3	09

CASE NO.

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## TASK

066211	Prepares for lib. board analysis & recommended action for competing bids for materials, services, etc.	2225	04	0724	555	6	7	4	11
066522	Selects reference tools for lib.	3324	09	0625	566	6	7	2	09
066821	Discusses disapproval of orders with sch. librarians & attempts to persuade them to change to conform to overall policies	3224	07	0638	556	6	7	3	11
067112	Participates in orientation program for new faculty members in RMC in HS	3225	07	0458	555	4	7	2	11
067311	Defines & implements new procedures to improve services & programs	1325	09	1048	656	8	7	6	10
067461	Reviews new titles in special lib. on the basis of possible reader interest & selects dust jackets to be displayed on dept. bulletin board	3324	09	0625	575	6	7	1	09
067861	Prepares with cooperation of students, a prescription &/or planned course of action in college LL.	3325	10	0975	555	5	7	2	11
068061	Adapts AV materials including recorded tapes, video systems, phonograph records, etc., to specific classroom situations	3224	10	0714	455	7	7	3	11
068191	Plans & develops in-service training for faculty & students in use of lib. tools (reference works, etc. ) & relating one tool to another (that is, books to tapes, etc.)	3224	04	0955	556	7	7	7	11
069121	Reviews standard tools to select new titles for lib. system members	3324	09	0628	556	6	7	2	09
069842	Prepares for typist brochures & catalog lists of AV materials & provides brief annotation describing content, level, & nature of materials	3124	10	0625	565	4	7	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
070011	Conducts periodic staff meetings to discuss dept. procedures & policies	3225	04	0848	555	5	7	4	11
070121	Recommends to lib. board, purchases based on analysis of standard collection building tools	2324	09	0665	556	6	7	3	11
070511	Provides written structured evaluation of professional employees annually to personnel manager	3214	09	0625	555	6	7	3	10
070712	Interviews job applicants & (a) if negative, relays conclusions (b) if favorable, recommends applicant be interviewed by appropriate sch. librarian	3224	11	0628	455	6	7	3	11
070962	Supports & encourages lib. use by children by developing programs of special interest	3324	09	0925	545	7	7	7	10
071511	Answers inquiries from staff regarding personnel & management procedures in PL	3125	07	0658	435	5	7	2	11
071891	Attends professional meetings to gain knowledge & insight & keep abreast of developments in the field of AV equip. & materials at HS level	1325	09	0928	555	7	7	4	08
072061	Coordinates reading programs in elementary learn. cent.	3224	04	0848	545	5	7	4	10
074621	Evaluates requests on basis of long-range needs of adult PL to purchase multiple copies of titles to supplement HS courses	3324	09	0928	456	7	7	2	09
075062	Anticipates teacher needs for materials in learn. cent. & instructs clerk to set materials on reserve desk	3225	10	0945	535	5	7	3	10
075211	Reviews personnel data, reports, etc. from a variety of sources & areas to gain insight into applicability to lib. personnel programs	1324	09	0988	555	7	7	3	09

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
075411	Describes aims & goals of HS learning cent. in formal presentations before parent groups, community groups, professional associations, etc.	3224	07	0658	545	6	7	3	11
076462	Provides suggestions to community organization on subject area or titles for group discussion	3324	11	0658	586	6	7	5	11
076821	Examines written evaluations submitted by faculty on previewed AV materials & incorporates into recommendations for purchase	3224	09	0665	535	6	7	3	09
077411	Develops regulations concerning staff use of & rights to lib. facilities such as parking, lunchrooms, purchase of books, etc.	2224	09	0945	535	8	7	6	10
077611	Explains & negotiates with lib. staff salary proposals for coming year	3225	07	0968	455	7	7	4	11
077791	Attends at own discretion local & national conferences, exhibits in professional areas of interest for purposes of (a) professional growth, (b) learn. of developments of interest to district sch. system appropriate for application	1325	09	0928	545	7	7	6	08
077861	Consults with college students regarding lib. services	1325	05	0658	455	5	7	1	11
078211	Answers questions from staff regarding personnel problems, procedures, & regulations	3123	07	0648	445	5	7	2	10
078762	Writes for publication & distributes bibliographies on special collections	3225	07	0725	536	6	7	4	11
078952	Provides guidance for students with reading problems in ES upon request from guidance staff, teachers, etc.	3324	09	0658	545	7	7	3	11
079352	Provides assistance & guidance to students in locating leisure time reading, listening, & other materials	3323	09	0637	485	6	7	1	11



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
080521	Discusses with Director of RMC advantages & disadvantages of purchasing unusually expensive AV equip.	2224	10	0968	555	7	7	3	11
081201	Scans new titles & reviews publications in specialized depts. of lib. to familiarize self with field	1325	06	0981	566	5	7	2	09
081511	Develops job descriptions for professional & clerical staff	3225	10	1025	535	6	7	4	10
082511	Establishes position classification standards for clerical & professional staff in public lib.	3224	10	1085	545	8	7	5	11
082621	Selects from own list & lists supplied by students, faculty, parents, etc., AV equip. & materials to be purchased by RMC	3224	09	0928	555	6	7	1	11
082761	Interprets standard test results produced in CC LL	3224	10	0654	455	5	7	1	09
082911	Serves as Director of college RMC in absence of Director	3224	04	0848	565	8	7	5	11
083471	Accepts or rejects recommendations from staff regarding maintenance of AV equip. in college RMC	3324	10	0965	555	8	7	2	11
083611	Maintains working climate conducive to staff morale & pat. needs	3224	04	0948	535	7	7	7	11
083711	Initiates visits with college deans & faculty to ascertain impressions & needs of RMC	1324	09	0668	566	7	7	3	11
083811	Visits college classes to understand academic programs & improve quality of services offered by RMC	3224	11	0928	565	7	7	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
083961	Produces & supervises production of films & video tape recordings of students, faculty & other activities	3225	04	0848	556	6	7	4	11
084931	Writes code book to govern cataloging policies & procedures for local PL	3124	10	1085	546	7	7	6	09
085011	Recommends reclassification of jobs in lib. based on job eval., problems encountered, personal evaluation, etc.	3324	09	0968	535	6	7	6	09
085281	Determines through staff studies or self analysis, long-range construction & maintenance needs for college lib.	3324	10	0965	555	7	7	6	11
085311	Assigns staff to develop specific objectives & new programs from general objectives	3224	04	0848	546	5	7	3	10
085411	Conducts weekly staff meetings of dept. heads to review problems, progress, needs, & new developments in lib.	3225	04	0848	535	8	7	4	11
085811	Provides day-to-day business management of PL	3225	04	0848	455	8	7	7	11
086911	Answers questions from city administration, the general public, etc. regarding budgetary plans for local public lib.	3225	07	0658	656	6	7	2	11
087752	Abstracts special materials on a particular subject area as requested by pat. in scientific lib.	3223	10	0615	556	6	7	2	11
088421	Reviews staff eval. of AV equip. & incorporates into own recommendations for purchase for ES learning cent.	3224	09	0665	535	6	7	3	11
088811	Interviews professional job applicants for public lib.	3224	09	0628	435	6	7	2	11

CASE NO.

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## TASK

089072	Evaluates recommendations from staff for binding or discarding titles in adult lib. & takes action	3224	10	0985	455	6	7	1	09
089411	Sets procedures for use of ES learning cent. by decreeing change in usage, processes, student behavior, circulation practices, etc.	1324	09	0948	425	7	7	4	10
089522	Selects titles for university departmental lib. by reviewing standard sources & consulting with faculty & graduate students	3324	09	0665	556	6	7	2	11
089921	Selects newspapers to be clipped to maintain lib. clipping files	3324	09	0988	535	6	7	3	09
090061	Advises HS teachers on use of AV equip.	3223	09	0678	555	7	7	2	11
090211	Rewrites new job descriptions after negotiation with supervisor	3224	10	0668	535	6	7	3	11
090321	Writes detailed justification to accompany recommended purchases of expensive AV equip.	2224	10	0985	565	6	7	5	10
090731	Assigns Dewey Decimal System call numbers to non-fiction title making sure number meets computer programming requirements	3113	12	0587	535	5	7	2	11
091261	Meets with parents & discusses reading problems of children	1324	07	0678	535	6	7	3	11
091311	Investigates computer applications for processing, circulation, etc.	3124	10	0918	564	7	7	6	10
091562	Conducts group programs for young adults in lib. meeting room	3225	04	0858	546	6	7	4	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
091891	Keeps informed of developments in professional field by regularly reviewing literature & through discussions with colleagues	1324	11	0928	536	8	7	7	11
092011	Provides consultant services to other departments regarding AV equip. & materials	3224	07	0658	565	7	7	4	11
092511	Organizes annual orientation for new faculty members	3225	04	0885	555	4	7	4	10
093211	Develops relations with local community organizations to stimulate support & interest in branch lib.	3325	07	0938	535	7	7	7	11
093521	Reviews staff eval. & reactions to demo. of AV equip. & incorporates into own recommendations for purchases for HS	3324	09	0665	535	6	7	3	09
095462	Plans & develops young adult activities in lib.	3225	04	0955	546	7	7	7	11
095562	Develops interview guides for use with students using learning laboratory in college	3224	09	0625	536	6	7	2	11
095921	Analyzes requests from teachers students, & others for materials to be purchased by RMC	3224	09	0628	555	6	7	2	09
096261	Develops programs and activities encouraging teachers to use AV materials in HS RMC	3224	07	0925	555	7	7	7	11
096361	Conducts weekly interviews with U students enrolled in learning laboratory programs to determine progress & chart needed changes	3324	10	0665	546	6	7	3	11
096911	Designs & develops in-service training programs for staff in library system	3325	04	0855	556	6	7	6	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
097062	Approves or disapproves off-campus use of AV equip. by evaluating each request	3224	09	0648	435	7	7	1	10
097761	Sets up with student involvement a plan for student activities in U. LL	3324	09	0965	546	7	7	4	11
098232	Trains colleagues in procedures for completing descriptive cataloging of foreign language titles	3125	07	0457	436	5	7	5	11
098551	Scans new title previews and discusses with selection committee in acquisition dept. of scientific lib.	3324	09	0668	556	6	7	3	11
098631	Determines subject classification of non-fiction titles by consulting standard tools & types on book slip	3114	03	0587	535	5	7	2	11
099621	Approves or disapproves applications for subscriptions to magazines or journals in college lib.	3224	09	0928	566	6	7	2	09
099721	Reads trade publications, book reviews, etc., reporting on titles & media for ES children & selects titles for purchase by PL	3324	09	0625	546	6	7	7	10
099991	Serves as elected & selected official of national, state, & local professional associations	3325	11	1068	546	8	7	7	07
100522	Decides upon receipt of new titles sent in place of original order whether to (a) accept title (b) send to dept. chairman for review (c) return title to jobber or publisher	3324	09	0985	455	6	7	1	09
101271	Surveys titles withdrawn from circulation & determines whether they will be discarded, or depending on their condition, donated to another organization	3224	10	0682	435	6	7	2	11
101312	Serves as liaison between branches & main lib. in terms of personnel relations, lib. collection, & other matters	3325	05	0828	455	6	7	2	11

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
101511	Develops & implements systems changes in CC AV dept. such as shifting system from reel to cassette tapes	3224	04	0948	565	7	7	6	10
102312	Allocates budget annually among major budget categories	2124	10	0985	555	5	7	4	09
104512	Conducts staff development programs in lib.	3225	04	0858	436	4	7	3	11
104661	Reviews personnel files of problem children identified in learn. cent. & makes recommendation to guidance personnel, classroom teachers, etc., on reading programs	1224	09	0678	555	6	7	2	11
104911	Modifies district-wide budget in light of recommendations as directed by the Board of Education	2125	10	1065	555	8	7	4	11
106511	Selects with advice of interior decorators, architects, & staff members, furniture & furnishings for new lib. additions & buildings	3324	09	0965	555	8	7	5	09
106711	Meets informally with deans & dept. heads in U to influence them regarding design & use of programs in U lib.	3325	07	0938	566	7	7	3	11
106812	Prepares annual fiscal report for lib.	3115	03	0724	455	5	7	6	11
106961	Participates in staff sessions involving medical, psychiatric, & nursing staff & analyzes problems & developments of ward patients in hospital	3224	07	0668	545	5	7	4	11
107531	Evaluates changes in cataloging numbers & subject numbers on ordered catalog cards to determine whether to revise lib. standards to agree with new procedures developed for categorizing specific areas	1224	09	0987	546	6	7	7	09
107992	Writes narratives for filmstrips, loops, transparencies, etc.	3124	11	0685	546	7	7	4	09



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
108062	Lectures as requested on special collections in lib., rare book, &/or general lib. holdings	3324	07	0658	546	6	7	3	11
108711	Receives gift offers for lib. & with technical assistance from staff decides to accept or reject offer	2224	09	0628	535	6	7	3	11
109411	Evaluates applicants in terms of references, tests, backgrounds, & interviews, & recommends whether or not applicants should be hired in public lib.	3224	09	0628	435	6	7	2	11
110411	Writes annual report of activities in department	3224	09	1055	655	6	7	6	10
110611	Prepares agenda for staff meetings with department heads	3224	09	0985	555	5	7	2	10
110911	Initiates studies of systems & procedures (rent, lease, purchase, change, jobbers, etc. of films, books) in college lib.	1324	10	0948	565	7	7	4	11
111211	Serves as administrative & technical consultant to other lib. in area	3223	07	0658	556	7	7	7	11
111321	Selects books & other materials to be purchased by memorial fund	3224	09	0925	555	6	7	1	09
112621	Maintains and updates file on topics of possible or probable interest in scientific lib.	3324	11	0987	556	7	7	2	11
113021	Consults with college faculty to determine drift & emphasis of academic programs & shifts acquisitions & expenditures accordingly	3324	09	0968	565	7	7	3	11
113362	Serves as liaison between instructor & AV technicians in production of AV materials at U level	3225	05	0868	436	6	7	5	11

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## TASK

114861	Participates in curr. planning upon request by suggesting role of AV materials	3224	09	0978	535	7	7	4	11
116461	Acts as director in the production by students & teachers of original television programs	3225	04	0848	556	6	7	4	11
117312	Approves or disapproves office & supply purchase orders	3124	10	0645	455	6	7	1	09
117621	Evaluates staff recommendations and takes action for purchase, rental, or long-range lease of films, microfilms, etc.	3224	09	0968	555	6	7	1	09
118312	Designs questionnaires to be mailed to local lib.	3224	10	0625	556	7	7	5	11
118561	Initiates discussions with faculty over use & role of AV materials in design & presentation of college coursework	1324	07	0968	535	7	7	4	11
119242	Consults with ES teachers & provides classroom book collections based on educational programs, children interests, subject areas, etc.	2224	09	0557	534	4	7	4	07
119321	Approves or disapproves staff recommendations in college lib. for purchase of pamphlets, prints, microfilm reels, microfiche, phonograph discs, or other special AV or printed materials	3224	09	0945	566	6	7	2	10
119611	Screens materials of possible interest to board members & causes materials to be transmitted to members	3224	07	0655	556	7	7	2	09
120211	Provides crisis management in administration of college lib.	3324	08	1148	565	6	7	2	11
120662	Produces book lists for children in grades K-6 upon self assessment of student requests and teacher comments	3224	09	0617	435	6	7	3	11

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## TASK

120852	Conducts & supervises in-service training for faculty & students in use of lib. tools & relating one tool to another	3325	04	0858	536	6	7 4	11
121211	Prepares brochures & other descriptive literature describing learning cent.	3225	09	1025	435	7	7 5	10
121311	Confers with staff members individually & collectively about interpersonal problems, inter-dept. relations, & needs of lib.	1324	09	0668	545	7	7 2	11
121661	Observes & evaluates use of AV materials in classrooms & advises teachers accordingly	1324	09	0678	535	7	7 3	11
121721	Determines & selects filing system for reference service in lib.	1224	10	0947	535	7	7 7	10
121961	Supervises students & faculty in HS closed circuit television studio during production of plays presented on the air	3125	04	0848	556	6	7 4	11
123322	Evaluates requests for titles not in lib. & not available in interlibrary loan to determine whether or not to purchase	3323	09	0928	555	6	7 2	09
123511	Writes weekly book review column for local newspapers	3324	11	0625	536	6	7 4	09
124021	Decides whether or not to order new copies of damaged titles or have deteriorated copies rebound or repaired, having already determined that titles are available for purchase	3224	09	0928	555	6	7 1	11
124522	Examines, reviews library tooles, etc. & recommends titles for purchase in HS lib.	3324	09	0625	555	6	7 1	09
125362	Coordinates faculty serving as resource persons in U LL	3225	04	0848	546	6	7 7	11

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## TASK

126621	Reviews comments from branches regarding new journals or periodical acquisition of possible interest to scientific pat. & (a) approves or disapproves for subscription (b) consults branch librarians for further information	3224	09	0928	556	6	7	1	11
127231	Writes manual explaining processing procedures & policies for lib.	3224	04	1085	656	7	7	6	11
127411	Reviews & evaluates staff studies & revises or implements results	3224	09	0648	565	6	7	2	09
127811	Designs & develops programs sponsored by the lib. for agencies, organizations, & the community as a whole	3324	04	0925	546	7	7	7	11
128211	Consults with teachers & staff assigned to learning cent. to determine policies & procedures for operation and use of learning cent.	1324	09	0968	545	7	7	4	11
129322	Authorizes & approves purchases of variety of AV materials including art prints, film loops, kits, maps, microfiche specimens, etc.	3224	09	0928	555	6	7	1	11
129512	Evaluates classification procedures & recommends changes	3224	10	0987	565	7	7	6	11
130411	Explains U lib. program, policies, & procedures, in attempts to involve new faculty members in U lib. programs	3125	07	0628	546	6	7	3	11
130821	Evaluates in terms of departmental needs, and approves purchase of AV equip.	3224	10	0985	555	6	7	2	10
132611	Determines bookkeeping & accounting procedures to recommend to lib. board	1224	09	0965	555	7	7	4	11
133062	Develops one-time programs of reading motivation involving reference search, reading eval., etc.	2224	09	0625	535	6	7	3	11

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## TASK

33521	Evaluates requests for titles not in lib. & decides whether to purchase single or multiple copies or to request through interlibrary loan	3324	09	0918	555	7	7	2	10
33712	Evaluates work requests from branches & when appropriate, assigns clerical staff on basis of estimates of needs	3224	09	0848	435	6	7	2	10
34121	Evaluates suggestions from staff regarding journals & magazines to be retained in permanent collection	3224	09	0925	555	6	7	2	09
34721	Meets with college RMC faculty advisory committee for eval., suggestions, etc.	2324	09	0925	555	6	7	6	11
35311	Attends dept. chairmen meetings in HS & participates as director of RMC	3224	07	0668	555	6	7	4	11
36811	Manages & controls budget including major expenditure & transfer of budgetary items	3124	10	0984	655	8	7	7	11
36911	Approves or disapproves requests from staff members to attend conferences, conventions, etc.	3324	09	0648	535	4	7	6	10
38321	Evaluates brochures, publications, etc., announcing new reading materials & recommends purchases to ES learning cent. director	3324	09	0625	545	6	7	2	09
38781	Supervises, evaluates & accepts or rejects specific building & construction accomplishments of contractors	3124	10	0642	656	6	7	7	09
38911	Handles administrative matters generally classified as "minor crises" in HS RMC	3324	08	0678	545	6	7	2	11
39012	Assigns supervisory & program responsibilities to staff	3224	04	0848	435	5	7	2	10

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
139111	Suggests projects and ideas to "Friends of Library"	3324	11	0978	536	7	7	3	10
139821	Evaluates (by addition or deletion) reading lists provided by elementary school teachers	3224	09	0625	545	5	7	2	09
141021	Decides on basis of personal eval. whether or not subscription to scientific journals will be renewed & so informs acquisition dept.	3214	09	0928	566	5	7	2	11
141411	Serves periodically as chairman of CC department head meetings	3225	04	0848	535	5	7	4	11
142211	Writes letters & memoranda to board members, staff, etc.	1225	11	0724	535	6	7	2	10
142361	Seeks out university faculty members & attempts to develop interest in curriculum development using AV materials	1224	07	0658	556	7	7	2	11
143222	Discusses with teachers needs & problems for appropriate AV equip. & materials & suggests procedures	3224	10	0678	555	7	7	2	11
144591	Participates in professional activities & associations by (a) attending meetings, conventions, etc., (b) reading professional journals, (c) discussing professional duties & responsibilities	1325	09	0628	556	7	7	6	11
145311	Visits lib. schools to recruit & interview students for professional positions in lib.	3224	11	0628	535	6	7	2	11
147111	Writes reports summarizing activities, progress & problems, in U. LL	2224	07	0625	536	7	7	6	10
147412	Assigns staff among branch lib.	3224	04	0848	435	6	7	2	10



CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
147721	Initiates, (in special lib.) prior to expiration date of scientific journals, review of value of journal to lib. by: (a) consulting committee of users (b) own appraisal	1324	11	0628	456	7	7	3	11
147921	Selects music scores by reviewing available sources for U music lib.	3324	09	0985	585	6	7	2	11
148111	Evaluates recommendations for changes in overall policy & procedures in HS learning cent.	3324	09	0628	555	6	7	4	10
148511	Meets informally with U board members to convey needs & problems of U lib.	1325	07	0938	656	8	7	7	11
148921	Discusses with faculty & staff reactions to previewed films & incorporates reactions in recommendations to purchase films	3224	09	0665	555	6	7	3	11
150621	Conducts gross screening of professional publications, prepares list of possible acquisitions, & sends to branches for comment	2224	09	0925	536	6	7	4	09
151511	Arbitrates interpersonal difficulties between staff & departments within lib.	1224	04	0645	485	7	7	3	11
151611	Designs & develops training programs on reference activities for nonprofessional staff	3324	04	0925	436	6	7	7	11
151861	Responds to indirect queries from ES children by assessing real needs & unspoken problems & provides reading guidance or refers children to other staff	3224	09	0658	545	7	7	3	11
152211	Attends & participates in faculty meetings in U dept.	2324	09	0668	555	6	7	4	11
152581	Selects furniture, interior furnishings, etc. for U lib.	3324	09	0985	555	8	7	5	09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
153022	Reviews & selects materials for possible inclusion in branch lib. collections	3324	09	0628	555	6	7	2	09
154211	Plans & coordinates staff meetings to discuss, explain & determine broader policies & procedures for HS RMC	3224	09	0865	555	6	7	5	11
154311	Interviews & makes final decision regarding hiring all senior staff in CC lib.	3224	09	0628	435	6	7	3	11
155511	Designs & develops workshops on reference services for professional librarians	3224	04	0925	546	6	7	7	11
155611	Conducts workshops on reference services for professional librarians	3225	04	0858	436	5	7	3	11
155821	Examines, evaluates, & recommends approval or disapproval of purchase of learning equip. & teaching machines in U. LL	3224	09	0925	535	6	7	1	11
156062	Develops techniques & procedures to encourage ES children to use reading materials in learning cent.	3324	09	0925	545	7	7	7	10
156311	Meets with staff committee to review, evaluate, & redesign library position classification manual	3225	09	0668	535	6	7	4	11
156611	Provides staff supervision in ES learning cent.	3225	04	0848	536	6	7	2	11
157161	Explains to faculty members various AV approaches available in university AV cent.	3225	07	0658	556	5	7	2	11
157621	Examines titles rejected by dept. librarian & (a) decides to approve purchase (b) confirm rejection, or (c) recommend to branches & other staff for consideration	3324	09	0928	566	6	7	2	09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
158021	Evaluates & approves or disapproves recommendations regarding collection building	3224	09	0945	556	6	7	1	09
158821	Reviews standard lists of serials & continuations & produces recommended lists for purchase & description	3324	09	0625	435	6	7	1	09
159412	Attends ES school faculty meetings & provides information on learning cent.	3224	07	0658	545	5	7	4	11
159921	Refers to or confers with immediate supervisor about requests for (a) large expenditures (b) materials of questionable value in scientific lib.	2224	10	0968	555	7	7	3	11
160162	Adjusts complaints from scientific staff regarding rejected recommendations	3223	08	0678	576	6	7	1	11
160362	Assists CC faculty members to conceptualize courses in terms of multimedia approach	2225	11	0955	465	7	7	3	11
160452	Searches files, standard sources, etc., for general, abstract, &/or theoretical information requested on telephone by staff & relays conclusions or recommendations by telephone	3125	10	0717	545	7	7	3	11
160531	Catalogs technical & scientific materials & new titles using Dewey Decimal system & relays to clerk	3114	03	0587	535	5	7	2	11
160981	Selects on basis of anticipated user interests, titles of books & magazines for hospital wards containing a variety of patients with different problems	3324	09	0628	546	5	7	2	11

ITEM 8 - NINETEEN YEARS OR ABOVE

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
003881	Determines space needs for learning cent. estimating usage of equip. & materials & staff patterns	3324	10	0925	645	8	8	6	11
004411	Participates in planning sessions involving variety of different professionals in designing lib. facilities	2224	09	0968	656	7	8	4	11
007111	Reads & evaluates technical literature to determine applicability to management procedures in lib.	1324	09	0988	546	7	8	3	09
007811	Adjusts sensitive & top-level complaints regarding lib. services, procedures, & policies	3324	08	0678	536	8	8	3	11
011961	Assists university faculty members in specification of objectives in curriculum planning	2225	09	0955	556	7	8	2	11
012321	Negotiates with vendors & jobbers over acquisition of rare & out of print materials	2324	10	0668	546	6	8	7	11
012961	Evaluates lib. collections in terms of changing community interest & develops procedures to meet changing needs	3324	09	0948	556	7	8	7	10
016781	Prepares general building specifications for submission to architects	3224	10	1025	556	6	8	6	11
022511	Discusses with board prior to submission, general budgetary needs for lib.	3224	07	0968	656	7	8	5	11
023781	Meets with architects, engineers, president of U, etc. in designing lib. facilities	3224	07	0968	656	8	8	7	11
025112	Presents to principal, detailed budget for each dept. for HS learning cent.	2115	07	0965	655	7	8	4	11

CASE NO.

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TASK

026811	Plans staff, budget, & space needs for special projects in scientific lib. system	3324	09	0925	665	8	8	7	11
028311	Responds to extreme crises--burglaries, fires, etc. as a result of calls from police, firemen, etc.	3324	08	0678	636	8	8	7	11
028611	Reviews budget guidelines for HS lib. & initiates discussions with dept. heads to develop dept. budget & determines lib. budget accordingly	3224	09	0965	656	8	8	6	11
029911	Evaluates trends in scientific lib. & plans new techniques & procedures, such as microfiche, etc.	3224	09	0625	576	7	8	7	09
031011	Approves or disapproves requests from students for special privileges; interpretations of lib. policies, etc.	3324	09	0648	455	6	8	1	10
031731	Establishes processing policies for lib.	1224	09	0945	656	8	8	7	10
031811	Recommends to lib. board basic policy procedures for lib.	2324	07	0968	656	8	8	4	11
036311	Approves &/or disapproves requests for changes in program emphasis, hours, staff arrangements, etc. in branch lib.	3224	09	0648	555	8	8	3	09
036411	Approves or modifies suggested administrative, structural, or staff changes in lib. programs & activities	3224	09	0948	556	8	8	3	10
036511	Checks & evaluates lib. programs in relation to professional standards	3214	09	0628	556	7	8	7	11
039881	Examines prepared blueprints & plans & approves to be sent out for reproduction	3224	10	0688	656	8	8	3	09

CASE NO.

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## TASK

040711	Meets & discusses with community groups procedures, policies, & programs that generally influence future of lib.	3324	08	0968	646	7	8	5	11
041711	Plans new space allotments & in terms of staff concerned & lib. patterns, recommends furniture & lib. supplies needed for scientific lib.	2324	10	0965	645	6	8	6	11
042311	Implements occasional evaluative procedures usually involving collection of simple statistical data to establish needs, trends, & problems in ES learn. cent.	1325	10	1028	556	7	8	4	11
043111	Prepares fiscal year report of operations & management of ES learn. cent. with plans for coming year & presents report in written & oral form to Board of Education	2224	10	0965	656	8	8	6	07
043312	Conducts studies regarding systems, procedures, & operation of lib. & recommends action	1325	10	0928	555	7	8	7	11
044011	Administers staff assignments in PL	3224	04	0848	546	8	8	7	11
044211	Initiates discussion of fiscal needs with bankers & secures &/or plans anticipation warrants until funds are available	2224	10	0968	656	8	8	4	11
045811	Serves as member of ES sch. district executive committee which meets to formulate district-wide policy for sch.	3224	09	0968	646	8	8	4	07
047862	Interviews instructors, students & others to determine specific course objectives	3224	09	0925	556	7	8	7	11
050421	Maintains want list for out of print titles & bids on, makes proposals, etc. when titles become available	3324	10	0927	546	6	8	2	11
054061	Serves as member of review panel for Ph.D. committee hearings	2324	07	0678	556	7	8	5	11



CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
054611	Establishes guidelines for sch. learning cent. in terms of mostly unwritten policies	1324	07	0948	656	7	8	5	10
054911	Determines non-material needs (desks, copy machines, etc.) for PL, evaluates alternative costs & possibilities & recommends action	2224	09	0928	555	7	8	3	09
057061	Serves as an advisor to Ph.D. students	3325	07	0978	556	7	8	3	11
057791	Writes proposals for submission to central office of sch. system for support for special programs	3224	10	1085	555	7	8	6	11
058611	Mediates problems between sch. librarians & principals	3323	08	1065	586	8	8	7	11
058711	Discusses with HS dept. heads, budget needs; negotiates & determines specific budget in terms of total lib. needs	3224	09	0968	656	8	8	6	11
059011	Conducts periodic workshops for department heads of lib.	3325	04	0858	556	6	8	4	11
059112	Recommends purchase of materials, equip. & supplies	3324	07	0665	555	6	8	5	11
060211	Plans building program; submits, discusses, & justifies plan to board	3224	09	0965	656	8	8	6	11
060761	Designs AV approaches for college level curricula based upon interviews conducted with instructors, students & others	3324	09	0955	666	7	8	7	11
062812	Uses other lib. salary schedules & municipal salary schedules to incorporate in budget presentation	3124	09	1085	666	8	8	4	09

CASE NO.	1	2	3	4	5	6	7	8	9
TASK									
064111	Submits & defends to board annual budget for lib.	3125	07	0968	656	8	8	5	11
067521	Reviews (a) inventory of materials (b) consideration file (c) teacher recommendations, & in context of budget, determines expenditures in ES learn. cent.	3124	10	0985	655	7	8	4	09
067711	Recommends (with supporting data) to the superintendent discontinuance of ES programs	3324	10	1068	666	7	8	6	10
072721	Establishes lib. procedures & policies with regard to collection building, & acquisition & withdrawal	1224	09	0925	656	8	8	7	10
075811	Prepares contract specifications for requests for proposals to be let for services, equip., & materials for learn. cent.	3124	12	0985	656	8	8	6	10
076611	Provides guidance & approval to architects, engineers, educators, & other professionals engaged in planning & designing total & portions of learn. systems	3224	04	0678	646	8	8	6	11
076981	Reviews & recommends to lib. board building proposals submitted by architects & contractors	2224	09	0968	656	6	8	6	11
084311	Plans goals & develops procedures & priorities for staff in-service training programs	3224	04	0955	656	7	8	7	11
086221	Evaluates requests from staff members for purchase of new titles & recommends to acquisition dept. in scientific lib.	3224	09	0625	576	6	8	2	09
087911	Establishes with approval of board the basic objectives & policies of public lib.	1324	09	0948	656	8	8	7	10
089111	Prepares & submits to superintendent short-range (1 year) & long-range (5 years) plans for learning cent.	2324	10	0975	656	8	8	6	07

CASE NO.

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## TASK

089711	Provides technical assistance in professional areas to lib. in system	3324	07	0658	566	7	8	3	11
090811	Provides consultant services to college central administration for consideration of major program changes such as creation of a radio or TV dept. in the college	3224	07	0658	666	7	8	5	11
094011	Calls meeting of staff on personal assessment of departmental needs & prepares agenda	1324	09	0865	555	7	8	3	11
095711	Integrates lib. practices & procedures with educational practices & procedures	1324	09	1088	646	8	8	6	10
096611	Determines budget needs & major categorical amounts for budget for coming fiscal year	3224	10	0985	655	8	8	6	09
096711	Plans, develops & administers periodic program evaluative studies of learning cent.	1324	10	0925	566	7	8	7	10
098411	Revises or changes overall acquisition policy of U lib. by reviewing & evaluating developments & programs, in terms of personal assessment	1324	10	1048	656	8	8	7	11
098761	Works with U faculty to plan AV uses including (a) the preparation of classes, (b) preparation of teachers (c) sequencing of materials (d) producing objectives	2224	07	0955	556	7	8	7	11
099411	Discusses, defends & explains U lib. budget proposal to chief	3125	07	0968	656	8	8	3	11
100911	Evaluates activities of dept. within college-level lib. & introduces improved systems & procedures	3324	09	1048	656	8	8	7	10
101611	Incorporates revisions into U lib. budget & sends budget to U president	2125	10	1065	655	8	8	5	11

CASE NC.

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## TASK

101911	Translates to operational terms stated policies of sch. board	3225	09	0848	656	8	8	7	11
102051	Decides in consultation with supervisor in special lib. whether or not to fulfill requests from staff for reference services &/or literature search	3224	10	0948	676	6	8	3	11
103011	Revises as instructed by principal overall budget & specific budgets for selected departments & discusses changes with dept. heads	2112	07	0965	656	6	8	4	11
103511	Approves proposals for new programs	3224	09	0948	656	7	8	4	09
104411	Designs, develops, & revises organizational patterns & relations in U lib.	3224	09	0945	535	7	8	7	11
105111	Reviews & discusses budgets from unit heads in U lib. & revises accordingly	3225	07	1065	656	9	8	7	11
105381	Identifies ideas, possibilities, etc. for U lib. by visiting other lib.	3324	10	0928	656	7	8	7	11
108311	Makes annual presentation to U board on accomplishments & needs of U lib.	2224	07	1055	556	8	8	4	11
109811	Modifies & assembles departmental budget needs into overall lib. budget & submits to board	2124	10	1065	656	8	8	5	11
111611	Confers with city officials over budget presentation of lib.	3224	09	0968	656	6	8	3	11
113621	Appraises & sets value on rare books in lib. collection	3224	10	0681	546	6	8	3	11

CASE NO.	1	2	3	4	5	6	7	8	9
	TASK								
114222	Reviews lists of serials &/or continuation & makes decision regarding recommendations to subscribe	3324	09	0925	556	6	8	1	09
115221	Decides what titles to purchase for collection from list of titles in standard collection building tools	3324	09	0928	556	6	8	1	09
116121	Anticipates long-range needs of reference service & accumulates materials accordingly	3324	09	0925	566	6	8	7	11
117811	Formulates policy for consideration by faculty committee & presents policy questions to faculty committee	1224	07	0968	666	8	8	4	11
117941	Reviews titles & publications in special lib. for branch lib. needs & decides on basis of reader interest &/or personal knowledge of subject matter, whether titles should be transferred	3324	09	0628	676	6	8	2	09
119911	Designs, develops, & writes proposals for state, local, & Federal funds	3324	09	1085	656	8	8	6	10
122811	Meets with professionals concerning administrative procedures, problems, & policies, in the development of new lib. facilities	3224	09	0968	646	8	8	7	11
125691	Teaches graduate students in undergraduate level courses in non-library fields	3125	07	0658	636	5	8	4	07
125711	Designs staff development programs in lib.	3324	04	0925	556	7	8	7	11
125951	Provides specialized subject matter reference services to faculty & advanced graduate students in U dept. lib.	3125	10	0717	566	7	8	3	11
127911	Anticipates new problems & needs for lib. & develops programs dealing with problems before critical situations arise	3224	09	0925	656	7	8	7	11

## CASE NC.

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## TASK

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132562	Designs & develops special programs for special groups (aged, scientists, minority groups, etc.) in lib.	3324	09	0925	656	7	8	7	11
132711	Determines general objectives for new lib. programs	1324	09	0988	556	7	8	3	10
136011	Meets informally with U president concerning needs & problems of college lib.	2325	07	0968	656	8	8	3	11
136211	Develops written policies for college lib. by taking into account reader interests, effects of previous policies, faculty interests, etc. & translates them into operational terms	3225	09	0848	656	8	8	7	11
136311	Presents to unit heads budget decisions & instructs unit heads to reduce, expand, or change individual budgets accordingly	3125	07	0955	656	8	8	2	11
138121	Consults selected staff, readers, &/or personal knowledge before making decision to purchase new publications for scientific lib.	3324	09	0968	676	6	8	2	11
138611	Modifies departmental budget needs & requests on basis of overall lib. budget needs	3224	09	0985	655	8	8	7	09
139311	Provides supervision & management of staff in non-technical & non-structured human relations situations	3225	04	0848	585	7	8	7	11
142811	Conducts comparative evaluative studies of bids & proposals submitted by contractors	3225	10	0668	556	8	8	6	09
149111	Determines lib. personnel policies	2224	09	0985	535	8	8	6	10
157011	Confers with municipal authorities over fiscal management & building activities & plans of public lib.	2224	07	0968	656	7	8	4	11



CASE NC.	1	2	3	4	5	6	7	8	9
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TASK

161311	Schedules & determines clerical staff assigned to branches taking into account workload, personalities, branch reports, & data from personal site visits	3224	09	0945	556	6	8	4	11
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